



## Career planning for school leavers

### Knowing yourself

Use these steps to get a clearer idea about the possible work and learning options available to you now.

1. Think about where you are at, where you want to go and how you are going to get there. Do you need to do further study at TAFE or university?
2. What kind of work are you interested in?
3. What is important to you in your life and what you would like from work right now?

Go to the *Jobs and career planning* section of the Jobs and Skills WA website to start your career planning.

### Finding out

Explore the *occupations* section of the JSWA website and find out about the occupations that interest you. For each occupation that interests you, consider the following points.

- What are the tasks and duties I will be doing every day?
- What are the working conditions like? For example, will I need to do shift work? Are long hours required?
- What are the personal requirements? For example, do I have to have a special driver's licence? Do I have to be 18 years of age before I can get a job in this area?
- What skills and training do I need? Can I do a TAFE course or do I have to go to university? Can I learn on the job (e.g. an apprenticeship or traineeship)?
- What career paths are available? Is there an opportunity for me to be promoted? Could I undertake further study to build on the skills I have already?
- Where is the work? Is it close to home? In the country? In another state? How do I find out more about my preferred occupations?

### Taking action

Map out a step-by-step approach to achieving your work or learning goal. You could make a plan that included steps that helped you to:

1. identify a key occupation;
2. research the occupation in detail;
3. set yourself a key task like arranging work experience or speaking to someone that works in that occupation; and
4. find out about study or training pathways that would help you to achieve a specific qualification for your preferred occupation. For example, you might be interested in an occupation in health and the specific qualification that appeals to you the most within that occupation area is nursing.



## Skilling up through further study, volunteering or work experience

Whether it's a short course to learn some job-related skills like learning a new computer program or a new piece of machinery, or a full qualification to get yourself a full set of work-ready skills for a particular occupation or industry, find out how training works. For more ideas, visit *Skilling up through study* under *Career planning* in the *Jobs and careers* section of the Jobs and Skills WA website.

## Volunteering

Volunteering involves giving your time to a group, organisation or individual to help them, usually without pay. As well as assisting others, volunteering can help you gain valuable knowledge, skills, experience and contacts that can help you move to your next job or the next career. Visit the following websites to see what is out there.

- [volunteeringwa](#)
- [volunteeringaustralia](#)
- [govolunteer](#)

## Apprenticeships and traineeships

Apprenticeships and traineeships provide a pathway to a new career. They combine work with training to achieve a nationally recognised qualification, and are available in over 60 industries. Head to *Apprenticeships and traineeships* in the *Training* section of the Jobs and Skills WA website, or [visit the Australian Apprenticeships website](#) for more information.

## Tools and resources to help you plan your career

Visit *Career planning* in the *Jobs and careers* section of the Jobs and Skills WA to help you get started. You may also like to use the career tools available on the following websites to help you plan your next career move.

- [myfuture](#) - Help to get to know your skills, values and interests and possible career and study options. Most suitable for young people and school students interested in career planning. It can also be used by adults seeking to reassess work and career direction. If you are living in Western Australia you may need to pay to use the career tools on this site.
- [Skillsroad](#) - Help to get to know your skills, values and interests and possible career and study options. Suitable for young people and school students interested in career planning.

## Get some support

Your local Jobs and Skills Centre has experience working with jobseekers, career starters and career changers. They can help you to explore your options and find what is out there. All services are free, and all ages are welcome.

Visit [jobsandskills.wa.gov.au/jobs-and-skills-centres](https://jobsandskills.wa.gov.au/jobs-and-skills-centres) for further information, and to find your local Jobs and Skills Centre.

## Further information

Telephone: 13 64 64

Website: [jobsandskills.wa.gov.au](https://jobsandskills.wa.gov.au)

Online enquiry form: [jobsandskills.wa.gov.au/enquiry](https://jobsandskills.wa.gov.au/enquiry)

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