# **Intro**

This career plan should be started at the beginning of your second year to allow you time to develop key skills and apply for summer internships, work experience etc.

# **Current workplace skills *(Module: Workplace skills)***

Complete the work skills audit **before** the start of semester/trimester 2.

|  |
| --- |
| **List 3 workplace skills requiring development/evidence** |
|  |
|  |
|  |

# **Current career aspirations *(Module: Career possibilities)***

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| --- |
| List up to 4 potential careers/roles you are considering straight after university. |
| Which would you like to an insight into first? |
| What skill(s)/knowledge/behaviour do you hope to develop? |

According to UCAS, 2/3 of employers want to see sector relevant experience. How can you show sector relevant experience? It could be a combination of:

* part time work
* volunteering
* temporary work
* seasonal roles
* Internships/placements
* freelance/self employment
* work experience

Identify one company that can provide you with this opportunity.

|  |  |
| --- | --- |
| Company name |  |
| Person’s name |  |
| Person’s contact details |  |
| Draft email/letter checked by: | *(Cover letter module will help)*  Employer Hub/tutor/family or friend/work colleague |
| Response: |  |
| **Inform the Employer Hub (for health and safety checks)** | |

Identify one mentor from the industry who can provide you with support.

|  |  |
| --- | --- |
| Person’s name |  |
| Person’s LinkedIn address |  |
| Draft message checked by: | Employer Hub/tutor/family or friend/work colleague |
| Response: |  |
| **Inform the Employer Hub (for health and safety checks)** | |

# **Goals & actions**

1. **Before** **the start of semester/trimester 2**, identify up to 4 goals that you wish to achieve by the end of your academic year (this will be May or December).

**Note**: paid summer internships are generally applied for 6 months prior (Jan.)

1. **At the end of your second academic year**, consider what additional goals you should achieve before you start your final year.

**Areas you may wish to consider.**

* Understand your values, motivations, beliefs and relate these to your career path *(Who am I module?)*
* Develop the workplace skills employers are looking for *(Workplace skills module)*
* Explore additional courses and qualifications
* Identify and develop networking opportunities *(Networking module)*
  + Identify and link with an industry mentor
  + Join sector specific professional groups
  + Follow sector specific organisations & connect on LinkedIn
  + Identifying regional employers in your chosen career & follow on LinkedIn *(LinkedIn module)*
* Researching your career ideas *(Career possibilities module)*
* Completing sector specific work experience *(Job seeking module)*
* Apply for summer internships (start in December) *(Job seeking module)*
* Exploring part time jobs to support your career path *(Job seeking module)*
* Ensuring a strong digital brand profile – LinkedIn etc. *(LinkedIn module)*
* Completing any additional qualifications such as ICDL, first aid, language
* Explore Labour Market Intelligence/commercial awareness relating to your sector *(Workplace skills module)*

**Examples of goals (who, what, when, where, why)**

1. I will find a summer internship in my sector that allows me to build on my strengths and provides more opportunities to gain experience by April.
2. By March, I will find a local sector-specific mentor to support my networking an career development.

**Goals to complete by the end of the teaching year (May/Dec)**

**Goal 1:**

|  |  |
| --- | --- |
| **How - Specific action(s)** | **By when** |
|  | May/Dec |
|  |  |
|  |  |
|  |  |
|  |  |

**Goal 2:**

|  |  |
| --- | --- |
| **How - Specific action(s)** | **By when** |
|  | May/Dec |
|  |  |
|  |  |
|  |  |
|  |  |

**Goal 3:**

|  |  |
| --- | --- |
| **How - Specific action(s)** | **By when** |
|  | May/Dec |
|  |  |
|  |  |
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**Goal 4:**

|  |  |
| --- | --- |
| **How - Specific action(s)** | **By when** |
|  | May/Dec |
|  |  |
|  |  |
|  |  |
|  |  |

Please inform the Employer Hub of any employer-based activity you complete (mentor, work experience, placement, internship) to be in line with UCP policy.

**Goals to achieve before the start of the next academic year**

**Goal 1:**

|  |  |
| --- | --- |
| **How - Specific action(s)** | **By when** |
|  | Sept/Jan |
|  |  |
|  |  |
|  |  |
|  |  |

**Goal 2:**

|  |  |
| --- | --- |
| **How - Specific action(s)** | **By when** |
|  | Sept/Jan |
|  |  |
|  |  |
|  |  |
|  |  |

**Goal 3:**

|  |  |
| --- | --- |
| **How - Specific action(s)** | **By when** |
|  | Sept/Jan |
|  |  |
|  |  |
|  |  |
|  |  |

**Goal 4:**

|  |  |
| --- | --- |
| **How - Specific action(s)** | **By when** |
|  | Sept/Jan |
|  |  |
|  |  |
|  |  |
|  |  |

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