

## Career Plan Template

This template will be used to provide students who seek career counselling service

<b>Name of the Career Counsellor:</b>	
<b>Position :</b>	
<b>Name of the Student:</b>	
<b>Course Title:</b>	
<b>Date:</b>	

<b>Self-Assessment</b>			
<i>Complete the following table by writing 2-6 keywords in each section below; the Welfare Support Officer will use this information to help plan your career by evaluating and understanding your aspirations, strengths, interests, drivers and other influences:</i>			
<b>Interests</b>	<b>Strengths</b>	<b>Weaknesses</b>	<b>Motivation</b>

<b>Development Opportunities</b>
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*While assessing yourself, have you identified particular skills or areas of knowledge you wish to develop. If yes, please name them below:*

<b>Education</b>			
<i>Please provide your previous education details</i>			
<b>Year of Study</b>	<b>Year of Completion</b>	<b>Name of the course of study</b>	<b>Name and place of Institute</b>

<b>Employment</b>		
<i>Please provide your previous employment details (if any)</i>		
<b>Period of Employment</b>	<b>Name of the Organisation</b>	<b>Position and responsibilities</b>

<b>Career Path</b>
<i>Identify whether you want to pursue employment or individual career path; explore the possible career pathways that are open and accessible to you</i>

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<b>My Goals</b>		
<i>Describe your short, medium and long term career aspirations. What roles you would like to have in the future and job experiences you would like to focus on.</i>		
<b>3 to 6 months</b>	<b>6 to 12 months</b>	<b>Beyond 12 months</b>
<b>Long-term Goals</b>		
<b>Personal Goals</b>		

Agreed Action Plan	Timeline
<i>Develop an action plan utilising students existing education, skills, work experience (if any) and GHEA WIL opportunities to demonstrate your ability to potential employers</i>	

**(Office use only)**

Designated Career Counsellor		
Name of the Staff	Designation	Contact Details

**Next Review Date:**

**Career Counsellor sign-off**

Name:

Position:

Date:

**Student sign-off**

Name:

Position:

Date