

What is a Career Plan?

A career plan is a plan that helps you determine your skills and interests, what career best suits your talents, and what skills and training you need for your chosen career.

Career planning is essential to achieving success in your chosen career. Whether you are aiming to be a Accounts Assistant in a small business or the Finance Director of a national or multi-national corporation, you must know in which direction you are headed and what is required of you to achieve your goal.

Planning is a basic, yet key principle used by successful people.

Plans are formulated on a regular basis to control direction, make the best use of resources and measure progress or results.

The purpose of a career plan is:

- To help you focus on what you want to do and how to get there
- To help you determine your skills and interests what career best suits your talents
- To determine what skills and training you need for your chosen career
- To outline your ambitions and set yourself professional goals





A career plan contains the following information:

- Name
- Current Education and Experience
- Current Skills & Interests
- Career Goal
- Requirements
- Plan to reach career goal: (objectives)
- Time-scales

Sample career plan

Career goal:

To become a Teaching Assistant (assist Teaching in an educational establishment):

Requirements:

- Training in vocational schools, related on-the-job experience or an associate's degree.
- Excellent communication skills
- Critical Thinking
- Being able to monitor and assess situations
- Time management
- Service oriented and caring attitude
- Learn strategies and procedures quickly and precisely
- All types of communication skills – spoken, reading and writing skills





Current skills and interests:

- Summer work for ABC Nursing Facility
- Volunteer at XYZ Special Learning Center
- Served as class vice-president for 3 years
- Part-time work in a crèche and also an after Schools Club
- Health and Safety and First Aid course
- Excellent Maths and English Grades

Plan to reach career goal:

- Advanced Apprenticeship in Supporting Teaching and Learning in Schools
- Work directly with PT at ABC Childrens Nursery Facility
- Job experience:
- Continue as a volunteer at XYZ Special Learning Center
- Work directly with PT at ABC Nursing Facility

