



CAREER MALAGA.

Student Workbook

Name:

School:

Year:

careersnz
mana rapuara aotearoa



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“Seek advice and
find success.”

MY CAREER

A career brings together all the experiences a person has over their lifetime: family life, friendships, community activities, leisure choices, work and learning. These experiences shape a person's values and help them gain new skills.

Community

A personal contribution to the community, eg, volunteering at a non-profit organisation, church

Cultural and spiritual activities

These can help you understand the different ways people think, work, play, relate

Interests

Things you enjoy spending time and energy on, eg, sport, music, science, reading, animals

Learning

Any formal or informal learning opportunities, eg, school, music lessons, coaching

Life roles

Roles that change over the course of your life, eg, child, parent, caregiver, worker

Paid work

Part-time, full-time, permanent, self-employed, casual, contract work

Work experience

Working without pay to gain experience in a certain area

MY JOURNEY

Got a goal? This workbook sets out steps to help you plan your career journey.

1. Learn from others

What path has someone else in your family taken? What do you admire in other people?

Do this in: [Their path](#), [My hero](#)

2. Know yourself

Think about your strengths, interests, cultural identity and what motivates you.

Do this in: [My shield](#), [My personal qualities](#), [My interests](#)

3. Explore your interests

Think about what you might enjoy doing for a job.

Do this in: [My dream jobs](#), [My favourite job](#)

4. Make things happen

Work out what you're doing now, then the hard bit – what you need to do next.

Do this in: [My time](#), [My choices](#), [My future](#)

5. Stay on track

Keep an eye on your goals. Talk it over with your school career adviser, teacher, mentor, youth leader, friends and family.

Do this in: [My plan](#), [Our plan](#)

6. Inspiring stories

You can read about successful Pacific Island work stories in a range of jobs at www.careers.govt.nz. Careers New Zealand can also help you make your own career decisions.

Do this in: [Take action](#)

THEIR PATH

Older people hold the knowledge and history of a family. Their wisdom and experience could bring a new perspective to your journey. Interview one of your older family members for this journey guide.

The paths they walked

What are some of the things they are proud of having achieved?



The seas they crossed

What did they have to do to get the skills they needed?



The hills they climbed

What have they overcome to get where they are?



MY HERO

1. Values to live by

Think of someone you look up to or admire.
This person could be famous, someone in
your family, or a friend.

2. What values, beliefs and ideals does
this person live by that you most admire
and respect? Write some words below that
describe the best things about them.

3. Why do these values make this
person so awesome?

MY PERSONAL QUALITIES

Personal qualities are what makes up your personality.
Highlight the ones that best describe YOU.

- | | | |
|--------------|--------------|--------------|
| Adaptable | Flexible | Outgoing |
| Ambitious | Friendly | Patient |
| Calm | Funny | Polite |
| Careful | Generous | Practical |
| Caring | Gentle | Punctual |
| Confident | Hard working | Reliable |
| Considerate | Honest | Responsible |
| Cooperative | Humility | Self-reliant |
| Creative | Innovative | Sensible |
| Dependable | Kind | Sensitive |
| Determined | Logical | Serious |
| Efficient | Loyal | Sociable |
| Energetic | Observant | Tolerant |
| Enthusiastic | Organised | Trustworthy |

Now think of some times you've shown these qualities.

My personal qualities

How I've shown these qualities

.....
.....
.....
.....
.....
.....
.....
.....

MY SHIELD

Positives in my life

On the following page, draw or write the following, one in each section of the shield:

- Symbols and celebrations of your cultural identity
- Important people in your life
- Three people you most admire. Why?
- A happy or proud moment in your life.

MY WORLD

Research will help you explore career options, find a suitable study or training course, apply for a particular job, or find an employer right for you.

Read

Explore websites and prospectuses for tertiary providers, career and industry organisations, recruitment agencies and potential employers.

Newspapers and magazines have articles on study, training and careers.

Look for books on job hunting, or stories about people in different jobs.

Talk

Talk to people already doing the job or course you're interested in.

Ring possible employers and ask what they look for in when hiring new people.

Family members, caregivers, teachers, career advisers and others can help you find courses or jobs that suit your strengths and interests.

Go

Visit the training organisation. Meet the tutors and have a look at the facilities.

Visit career expos or job fairs to find out more about different career options.

Visit a workplace that interests you and ask to have a look around.

Do

Get involved in related voluntary work, work experience schemes, or interesting projects or activities at your workplace.

MY INTERESTS

Think about activities that interest you at school, at work or in your free time, as well as jobs you may have read or heard about.

Tick the box that best describes your interest in each of the job industries below. Example jobs are given for each industry, or you can check out the Jobs database section of the Careers New Zealand website for more ideas.

Industry Jobs	Very interested	Interested	A bit interested	Neutral	Not interested
Animal care and conservation Ranger, zookeeper, veterinarian, biosecurity officer, environmental scientist	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arts and media Journalist, advertising executive, sound technician, entertainer, film and video editor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Business Manager, human resources adviser, purchasing/supply officer, personal assistant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Construction and infrastructure Architect, builder, geospatial specialist, building inspector, industrial designer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education and social sciences Teacher, economist, market research analyst, statistician, tertiary lecturer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engineering Civil engineer, automotive electrician, chemical engineer, welder, marine engineer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Farming, fishing, forestry and mining Agricultural scientist, arborist, driller, fishery officer, landscape gardener, forest manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

MY INTERESTS

Industry Jobs	Very interested	Interested	A bit interested	Neutral	Not interested
Finance and property Energy auditor, property manager, valuer, mortgage broker, accounts officer, actuary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Government, law and safety Lawyer, urban planner, police officer, Member of Parliament, customs officer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health and community Paramedic, counsellor, dentist, audiologist, radiation oncologist, community worker	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hospitality, tourism and recreation Sports coach, chef, events coordinator, diver, personal trainer, hotel manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IT and telecommunications Programmer, software architect, game developer, test analyst, line mechanic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manufacturing Baker, metal worker, plastics technician, boat builder, dairy products maker, printer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retail and personal services Hairdresser, butcher, auctioneer, buyer, beauty therapist, retail sales assistant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Science Biotechnologist, forensic scientist, geologist, microbiologist, science technician, chemist	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transport and logistics Aeroplane pilot, ship's officer, truck driver, courier, forklift operator, driving instructor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

MY DREAM JOBS

Jobs I'd love

From the job industries you ticked as very interested or interested, pick your three favourites.

1. Industry:
Jobs:

2. Industry:
Jobs:

3. Industry:
Jobs:

Jobs I'd rather NOT!

From the job industries you ticked as not interested, write below why you wouldn't want to do them.

For more info and to find out if a job could be a real option for you, visit the Careers New Zealand website, www.careers.govt.nz.

MY FAVOURITE JOB

If I was a

Things I would do

Hours I might work

Places I would work at

Clothes I might wear

Equipment I might use

People I would work with

To be employed as a

This kind of experience would be useful

I'd need to get these qualifications

I should develop these skills/abilities

I must do well in these subjects

MY TIME

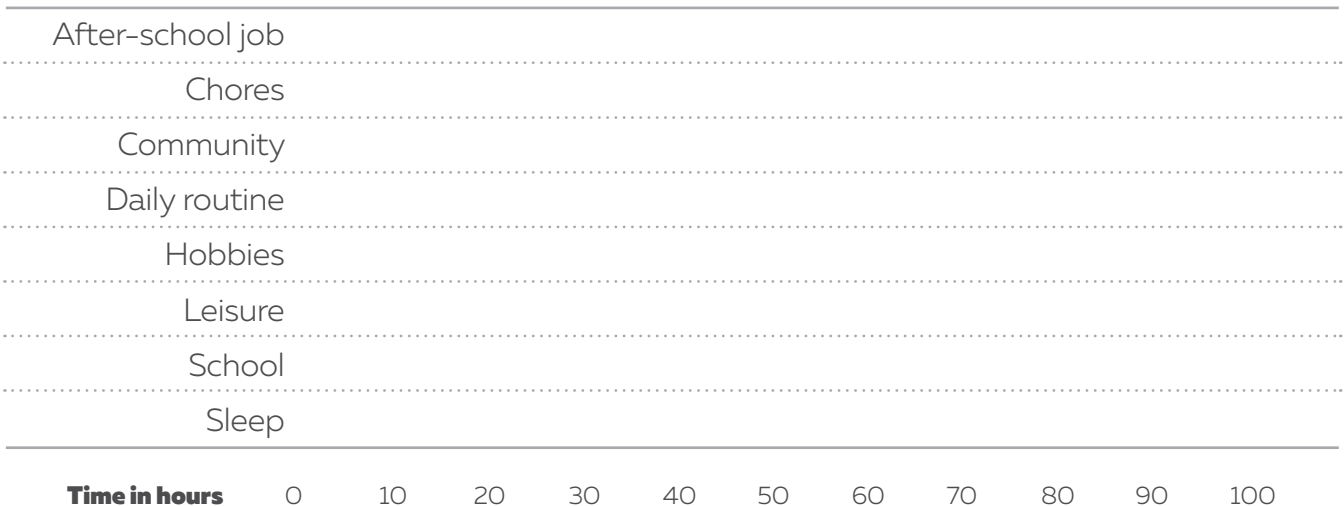
Look at how you spend your time now. How could you organise it better?

There are 168 hours in a week (24 hours x 7 days). In the table, work out how many hours you spend on each task in a typical week. Then in the graph below, draw bars to show this information.

Task	Hours
After-school job	
Chores	
Community, church, cultural activities	
Daily routine, eg, shower, meals, travel	
Hobbies, eg, sport, gaming, music	
Leisure, eg, hanging out with friends	
School, including homework	
Sleep	
Total	168

Now make a bar graph of your hours, to see your week at a glance

My week



MY CHOICES

Now you've spent time getting to know yourself and discovering different opportunities, you're on the way to making a good decision.

Remember, this doesn't have to be forever, just do what's right for now. You'll probably make new career decisions throughout your life as you change your mind, change your plans, and grow as a person.

1. So, what is the next decision I need to make? Eg, I need to decide which course to take next year.

2. What are the options I'm trying to choose between? Eg, doing an engineering degree or starting a horticulture apprenticeship.

3. Which options fits my skills, values, interests and lifestyle? Talk things over with people who know you, who have had similar experiences or made similar decisions.

4. Now imagine you've picked one of your options. Ask yourself, how do I feel about my decision? Am I excited, uneasy, happy, sad, relieved? How will others respond to my decision?

5. Now imagine you've picked one of your other options and ask yourself the same questions.

6. Looking at the information you've gathered and the thinking you've done, confidently choose one of your options.

MY FUTURE

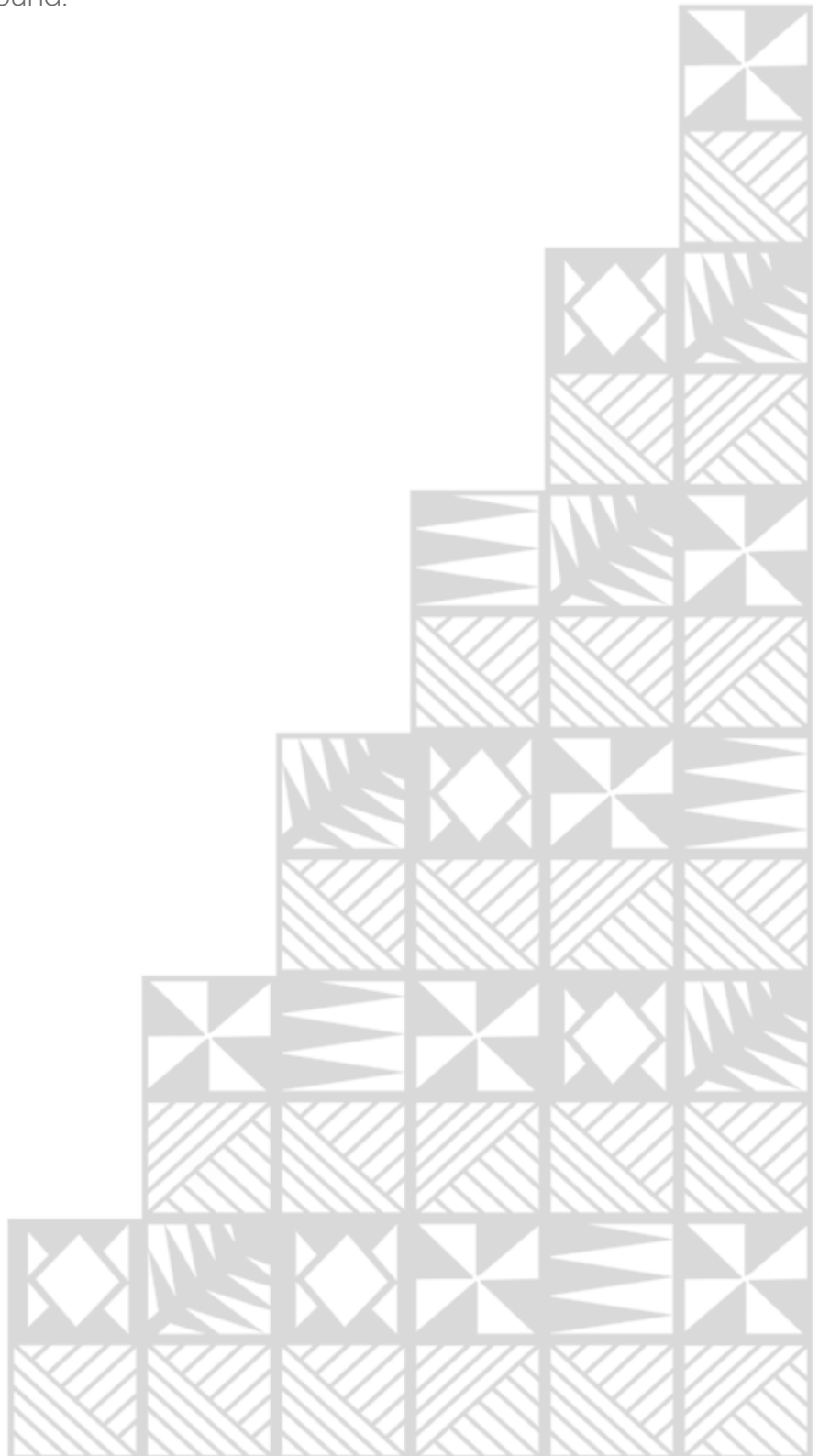
Write down your goals, one step at a time, starting at the bottom. Make your goals SMART goals: specific, measurable, achievable, realistic and time-bound.

My long-term goal

Halfway there!

Short-term goal

First step



MY PLAN

Record your goals, and how and when you plan to reach them.

What?

My dreams and goals

By when

What if?

Challenges

By when

How?

Action steps

By when

Who?

Who will help you? This could be a family member, career adviser, teacher, dean, mentor or church leader

By when

OUR PLAN

Parents are there to encourage you along your career journey. Record your goals and how you plan to reach them together.

What?

My dreams and goals

By when

What if?

Challenges

By when

How?

Action steps

By when

Who?

Who will help you? This could be a family member, career adviser, teacher, dean, mentor or church leader

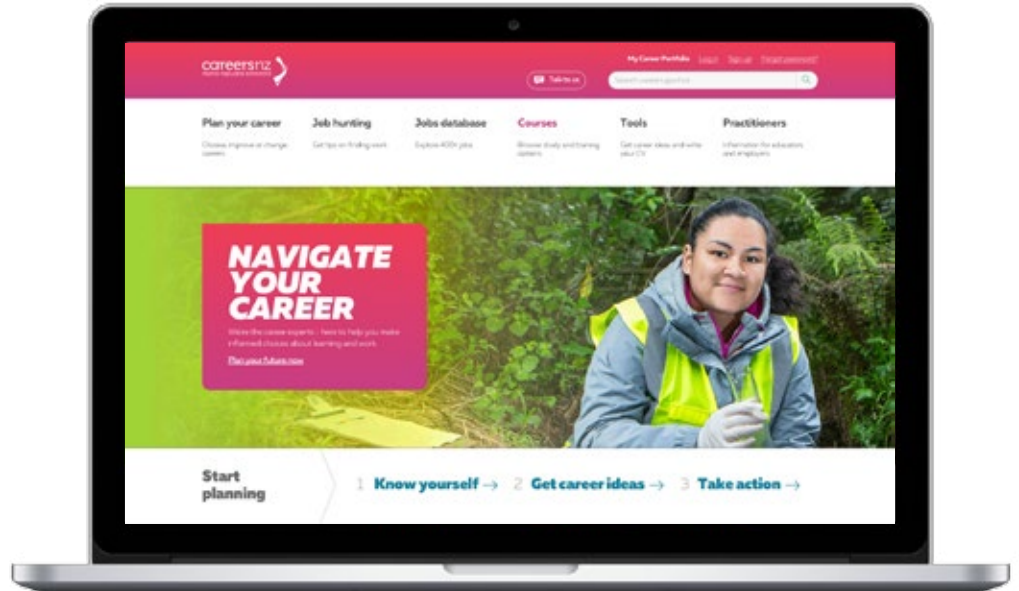
By when

MY NOTES

TAKE ACTION

Careers New Zealand can help you make decisions about training, study and work through your life. Visit our website: careers.govt.nz

You can get in touch with our expert careers advisors from 8am to 6pm Monday to Friday. You can call, text, email a question or chat online.



0800 222 733



Free text CAREER to 434

Interactive tools

Tools to help you explore career options that might suit you.

Expert advice

Get advice on making decisions, and finding and applying for jobs.

Detailed info

About jobs, including what you need to enter a job, the outlook for the job, and stories of people in the job.

Level 3, 22 Willeston Street
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www.careers.govt.nz

New Zealand Government

Te Kāwanatanga o Aotearoa