CAREER ACTION PLAN

OF

_______________________________________________
(Name)

_______________________________________________
(Date)

Career/Occupational Goal

Reason for Selecting this Career/Occupation

DIRECTIONS
This career action plan is to assist you to determine and research your educational and/or training needs to get the job you want. This information will enable you to make an informed decision on educational and/or training needs, based on what the labour market will require of you for entry. This career action plan must be completed in full. Your three job searches should all be specific to your overall occupational goal.

The step-by-step process is as follows:

1. Read the entire package in order to understand what you will need to do.

2. Complete “What Is The Job Market” research to obtain information on what jobs are out there now and in the future. (Research using at least 3 sources)

3. Complete “The Job I Want” chart to summarize information obtained. The “What I Still Need to Get” section becomes your education/training plan.

4. Investigate educational and/or training institution(s) and programs by completing the “Training/Action I Need to Get the Job I Want” section. Include additional information as necessary for additional certification requirements.

5. Complete the “Financial Impact” statement.

* The completed career action plan should provide you with a rationale to make a good educational and/or training decision. Completion of this career action plan indicates an understanding of your educational and/or training path and requirements.

* COMPLETION OF THIS CAREER ACTION PLAN DOES NOT GUARANTEE APPROVAL FOR THE FINANCIAL SUPPORT BY SAGAMOK ANISHNAWBK
**STEPS IN RESEARCHING THE JOB I WANT**

In order to make informed decisions about your education and training needs, you should consider how the education/training applies to a job/career. Understanding the labour market (workforce requirements) can help you make the right choices for your education/training funding application.

This research will help you understand what you will need to get the job/career you want, and ensure that you determine and identify an educational and/or training plan that will allow you to meet entry level requirements in your chosen field.

<table>
<thead>
<tr>
<th>GET &amp; ATTACH JOB DESCRIPTION</th>
<th>What are the duties and responsibilities of the job?</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUTURE OUTLOOK</td>
<td>What is the future outlook for this job? Is it growing? Declining?</td>
</tr>
<tr>
<td>EDUCATION/TRAINING</td>
<td>What training and/or education is needed to do this job? How can I get it? Are prior Learning Assessment and Maturity credits an option?</td>
</tr>
<tr>
<td>EMPLOYER RESEARCH</td>
<td>Who is hiring? What other employers are in this field? Who can I talk to?</td>
</tr>
<tr>
<td>WAGES &amp; WORKING CONDITIONS</td>
<td>What is the entry wage for this job? Top wage? What is the work environment like?</td>
</tr>
<tr>
<td>WHERE TO GO?</td>
<td>Employers are the first recommended contact for your research. Other research info can be obtained from Human Resource Centers, Employment Resource Centers, Career College Resource Centres, Internet, Library, Friendship Centre, First Nation Resource People (ie. Sagamok Anishnawbek LDM), Online Job Banks, etc..</td>
</tr>
</tbody>
</table>

**Informational Interviewing** is effective at every step. Find someone who works in the job you are considering. Ask for an interview (in person or by telephone) to obtain information.

**Online Research** is also effective in providing an overview of current requirements in your chosen field. Current employment postings can be used for this. [http://www.workingincanada.gc.ca](http://www.workingincanada.gc.ca) is a great site with current employment postings that will tell you what you should know about your career field.
JOB SEARCH NO. 1 - WHAT IS THE JOB MARKET?

This job search is for the position of: _____________________________________________________

(Name of Job)

This information is obtained from an: □ Employer □ Worker □ Other _______________________

What are the educational qualifications needed to obtain this occupation?

__________________________________________________________

What work experience requirements are needed to obtain this occupation?

__________________________________________________________

What is the starting wage? _____/hr      What is the top wage? _____/hr

What is the working environment like? (Noisy, inside, outside, computer usage, public contact etc.)

__________________________________________________________

What are the hours of work? (i.e. full-time, shift work) _________________________________

Are there layoffs? (Seasonal?) _________________________________________________________

What are the physical requirements? (Bending, heights, heavy lifting, etc.) __________________

__________________________________________________________________________________

Which employers hiring now? _________________________________

Where (geographically), is this occupation generally located: _____________________________

What are the major responsibilities in this occupation?

__________________________________________________________________________________

What are the most appealing aspects of this occupation? _________________________________

__________________________________________________________________________________

What are the least appealing aspects of this occupation? _________________________________

__________________________________________________________________________________

Are there any special requirements regarding clothing, tools or equipment? __________________

__________________________________________________________________________________
JOB SEARCH NO. 2 - WHAT IS THE JOB MARKET?

This job search is for the position of: ______________________________

(Name of Job)

This information is obtained from an: □ Employer □ Worker □ Other ____________________

What are the educational qualifications needed to obtain this occupation?

________________________________________________________

What work experience requirements are needed to obtain this occupation?

________________________________________________________

What is the starting wage? _____/hr  What is the top wage? _____/hr

What is the working environment like? (Noisy, inside, outside, computer usage, public contact etc.)

_______________________________________________________________________________________

What are the hours of work? (i.e. full-time, shift work) _________________________________

Are there layoffs? (Seasonal?) _________________________________

What are the physical requirements? (Bending, heights, heavy lifting, etc.)

_______________________________________________________________________________________

Which employers hiring now?

_______________________________________________________________________________________

Where (geographically), is this occupation generally located:

_______________________________________________________________________________________

What are the major responsibilities in this occupation?

_______________________________________________________________________________________

What are the most appealing aspects of this occupation?

_______________________________________________________________________________________

What are the least appealing aspects of this occupation?

_______________________________________________________________________________________

Are there any special requirements regarding clothing, tools or equipment?

_______________________________________________________________________________________
JOB SEARCH NO. 3 - WHAT IS THE JOB MARKET?

This job search is for the position of: _____________________________________________________

(Name of Job)

This information is obtained from an: □ Employer  □ Worker  □ Other_______________________

What are the educational qualifications needed to obtain this occupation?

__________________________________________________________________________________

What work experience requirements are needed to obtain this occupation?_____________________

__________________________________________________________________________________

What is the starting wage? ______/hr       What is the top wage? ______/hr

What is the working environment like? (Noisy, inside, outside, computer usage, public contact etc.)

__________________________________________________________________________________

What are the hours of work? (i.e. full-time, shift work) _________________________________

Are there layoffs? (Seasonal?) _________________________________

What are the physical requirements? (Bending, heights, heavy lifting, etc.) ___________________

__________________________________________________________________________________

Which employers hiring now? _________________________________

Where (geographically), is this occupation generally located: _________________________________

What are the major responsibilities in this occupation?_____________________________________

__________________________________________________________________________________

What are the most appealing aspects of this occupation? _________________________________

__________________________________________________________________________________

What are the least appealing aspects of this occupation? _________________________________

__________________________________________________________________________________

Are there any special requirements regarding clothing, tools or equipment? __________________

__________________________________________________________________________________
Summarizing the common requirements indicated through your research, complete the “The Job I Want” Chart
This should be specific to the qualification requirements identified through your research

<table>
<thead>
<tr>
<th>REQUIREMENTS FOR THE JOB</th>
<th>WHAT I ALREADY HAVE (NOW)</th>
<th>WHAT I STILL NEED TO GET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FORMAL EDUCATION / TRAINING</strong> – <em>(Diplomas or Degrees)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i.e. heavy equipment operator certificate, website development diploma, professional accounting designation, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LICENSES / CERTIFICATES</strong> <em>(Other Specific Training)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i.e. Red Seal Endorsement, G Driver’s License, Workplace Hazardous Materials Information System, First Aid/CPR Level C, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER SKILLS REQUIRED – <em>(Specific skills)</em></strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i.e. handle multiple projects, work independently, negotiate, calculate, research, heavy lifting, physical endurance, work from heights, intensive physical training, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>WORK EXPERIENCE</strong> <em>(Related Experience)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i.e. minimum number of years of work experience, particular field or industry of work experience, etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ACCORDING TO THE ABOVE INFORMATION MY NEXT STEP IS TO PURSUE:**

- ☐ FORMAL EDUCATION/TRAINING
  (Complete remainder of career action plan)
  
  **AND/OR**

- ☐ WORK EXPERIENCE
EDUCATION AND/OR TRAINING I NEED TO GET THE JOB I WANT

*(Preferred Institution)*

Name of Institution: ______________________________________________________________

Address: ____________________________________________________________

Name of Course/Program: _________________________________   Length (# of weeks): __________

*Must attach a Course/Program Description*

Start Date:   /   /   (dd / mm / yy)   End Date:   /   /   (dd / mm / yy)

Is there “on-the-job-training” or a placement component required?  Yes ☐*   No ☐

*If yes, how many weeks? ________   When is the placement component: ____________________

Are there prerequisites for any portion of the program (ie. CPIC, immunization)? Yes ☐**   No ☐

**If yes, what are they:  _______________________________________________

Is this an accredited program/course?   ☐ Yes   ☐ No

Is this course offered:   ☐ Full-time   ☐ Part-Time   ☐ Correspondence   ☐ Distance Learning

☐ Video Conferencing   *Other: ______________________

Will you be considered a full time student or part time student in this program?:

☐ Full Time   ☐ Part Time

No. of Classroom Hours per Week: __________

Are the skills obtained through this course available elsewhere:

☐ Volunteer Work   ☐ On-the-job training   ☐ Other: ______________________________
EDUCATION AND/OR TRAINING I NEED TO GET THE JOB I WANT
(Alternate Institution)

Name of Institution: ________________________________________________________________
Address: _______________________________________________________________________
________________________________________________________________________________

Name of Course/Program: _________________________________ Length (# of weeks): __________

Must attach a Course/Program Description

Start Date: __/__/______ End Date: __/__/______
( dd / mm / yy) (dd / mm / yy)

Is there “on-the-job-training” or a placement component required? Yes ☐* No ☐

*If yes, how many weeks? ________ When is the placement component: ________________

Are there prerequisites for any portion of the program (ie. CPIC, immunization)? Yes ☐** No ☐

**If yes, what are they: __________________________________________________________

Is this an accredited program/course? ☐ Yes ☐ No

Is this course offered: ☐ Full-time ☐ Part-Time ☐ Correspondence ☐ Distance Learning
☐ Video Conferencing *Other: ______________________

Will you be considered a full time student or part time student in this program?:
☐ Full Time ☐ Part Time

No. of Classroom Hours per Week: __________

Are the skills obtained through this course available elsewhere:
☐ Volunteer Work ☐ On-the-job training ☐ Other: ____________________________
**FINANCIAL IMPACT**

This page can assist you in your personal financial planning and to determine all other eligible funding requirements & supports but will not affect Post-Secondary Student Support Program funding

Monthly Training/educational course/program related expenses:

<table>
<thead>
<tr>
<th></th>
<th>MONTHLY COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUITION (Total cost divided by length of course)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>BOOKS/SUPPLIES</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>CHILDCARE</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>TRAVEL/TRANSPORTATION (specify):</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other (specify): ____________</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other (specify): ____________</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

MONTHLY EXPENSES:

<table>
<thead>
<tr>
<th>EXPENSE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>RENT/MORTGAGE</td>
<td>$</td>
</tr>
<tr>
<td>UTILITIES</td>
<td>$</td>
</tr>
<tr>
<td>FOOD</td>
<td>$</td>
</tr>
<tr>
<td>INSURANCE (Home, Auto, Other please specify):</td>
<td>$</td>
</tr>
<tr>
<td>TRAVEL (gas, oil, taxi):</td>
<td>$</td>
</tr>
<tr>
<td>OTHER (please list):</td>
<td>$</td>
</tr>
<tr>
<td>OTHER (please list):</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

SOURCE OF HOUSEHOLD MONTHLY INCOME IS:

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>AMOUNT</th>
<th>DATE ENDING (If Known)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYMENT INSURANCE</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>SOCIAL ASSISTANCE/ODSP/CPP</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>FAMILY BENEFITS/CHILD TAX</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>CURRENT EMPLOYMENT</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>OTHER (please list):</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Applicant Signature: ____________________________ Date: ________________