



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 ANISHNAWBEK**



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.

GET & ATTACH JOB DESCRIPTION

What are the duties and responsibilities of the job?

FUTURE OUTLOOK

What is the future outlook for this job? Is it growing? Declining?

EDUCATION/TRAINING 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?

EMPLOYER RESEARCH

Who is hiring? What other employers are in this field? Who can I talk to?

WAGES & WORKING CONDITIONS

What is the entry wage for this job? Top wage? What is the work environment like?

WHERE TO GO?

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..

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> 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

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

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: ___/___/___ 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: _____



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:

	MONTHLY COST	TOTAL COST
TUITION <i>(Total cost divided by length of course)</i>		\$
BOOKS/SUPPLIES		\$
CHILDCARE		\$
TRAVEL/TRANSPORTATION <i>(specify):</i>		\$
Other <i>(specify):</i> _____		\$
Other <i>(specify):</i> _____		\$
TOTAL		\$

MONTHLY EXPENSES:

EXPENSE	AMOUNT
RENT/MORTGAGE	\$
UTILITIES	\$
FOOD	\$
INSURANCE <i>(Home, Auto, Other please specify):</i>	\$
TRAVEL <i>(gas, oil, taxi):</i>	\$
OTHER <i>(please list):</i>	\$
OTHER <i>(please list):</i>	\$
TOTAL	\$

SOURCE OF HOUSEHOLD MONTHLY INCOME IS:

SOURCE	AMOUNT	DATE ENDING (If Known)
EMPLOYMENT INSURANCE	\$	
SOCIAL ASSISTANCE/ODSP/ CPP	\$	
FAMILY BENEFITS/CHILD TAX	\$	
CURRENT EMPLOYMENT	\$	
OTHER <i>(please list):</i>	\$	
TOTAL	\$	

Applicant Signature: _____ Date: _____