**EMPLOYABILITY ASSESSMENT TOOLKIT**

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| **Task:** | Career Plan and Reflection |
| **Task type:** | Word Report |
| **Value:** | 40% |
| **Length:** | 2000 words |
| **Level:** | Transition Through |
| **Contributor:** | Jason Brown, La Trobe University |

# Task Objectives:

* Reflect on personal career choices you have made to date
* Relate your career choices and decision making strategies to contemporary career development theories
* Plan activities to strengthen identified employability skills
* Reflect on your personal attitude to change and discuss ways to manage planned and unexpected change

Task Rationale:It is important that you take the time to plan now for your future career as there are actions you can take while you are at university to help you achieve your career goals. A career plan should be flexible as it may change if different opportunities are presented to you.

# Task Description:

For this task you need to **write a 2000 word report**. In your report you need to include two parts.

**Part 1 – My Career Story (approximately 1000 words)**

Write a 1000 word summary of your career journey so far. Your summary should be written in a way that a stranger could develop a good understanding of who you are, and the choices you have made about your career to date. In your summary you should:

1. **Describe** the interests or goals you have had from childhood (they may have changed along the way, or been consistent)
2. **Identify** the internal and external influences on your ideas about work (e.g., family, friends, events, illness, etc.)
3. **Outline** the significant choices and decisions you have made concerning your career, including some detail on how you went about making those career decisions, and reflect on your results from the online Career Decision Making questionnaire. How accurate a reflection of your decision-making style are they?
4. **Briefly discuss** how your career journey relates to one or more of the career development theories outlined in this subject. In your discussion identify the career theories you think provide the best ‘explanation’ of your career so far, and provide reasons for your choice.

**Part 2 - Managing My Future Career (approximately 1000 words)**

For this part you should write approximately 1000 words in which you:

1. **Identify** the Employability Skills you feel are the most important for progressing your career journey.
2. **Provide evidence** from your experiences and activities
3. **Assess** your current level of attainment of these key skills.
4. **Identify** the Employability skills you need to develop further.
5. **List** a range of strategies and activities you could put into practice to further develop these Employability Skills
6. **Discuss and reflect on** how you will manage planned and/or unexpected change during your career. In your discussion reflect on your results of the online career assessments – which dimensions of the Luck Readiness Index, Change Perception Index, and Chaos Reality Checklist will be strengths for you in the future? Which dimensions might you need to develop further?

# Additional information:

* Remember, the definition of a career includes paid and unpaid work, secondary and tertiary study, your interests and lifestyle.
* It is acceptable to use headings in your report.

# Rubric:

| **MARKING CRITERIA**  **Part A: My career story (20 marks)** | **(5)** | **(4)** | **(3)** | **(2)** | **(1)** |
| --- | --- | --- | --- | --- | --- |
| **Describes career interests and goals** | Provides a detailed description of own career goals/interests and insights into the significance of these goals and interests. | Provides a detailed description of own career goals/interests incorporating some explanation of the significance of these goals or interests. | Provides a general description of own career goals or interests. | Identifies own career goals or interests without further detail. | Provides minimal or no information about own career goals. |
| **Identifies influences on your ideas about work** | Identifies in detail a range of internal and external influences on your ideas, evaluates the extent of their influence, and discusses their impact. | Identifies in some detail internal and external influences on your ideas, provides some assessment of their validity/relevance. | Describes several influences on your ideas about work and careers. | Provides a limited example of an influence on your ideas about work and careers. | Does not identify influences on your ideas about work and careers. |
| **Outline and reflect on career decision-making style** | Outlines a range of career decisions made to date and reflects with insight on how their preferred decision making style has/has not been reflected in these decisions. Refers to use of results of or results in Career decision making questionnaire. | Outlines and reflects on own career decision making style, and links it with reference to subject readings and activities; may refer to the Career decision making questionnaire. | Outlines own career decision making style, with reference to subject readings and activities; there is some evidence of reflection. | Briefly outlines own career decision making style. | Does not identify your career decision making style. |
| **Discuss and relate career development theories to your career path** | Discusses in depth the alignment between their career path and at least one career development theory. Provides detailed interpretation and explicit links to your career path. Includes how new knowledge might influence future career path. | Discusses the alignment between their journey and at least one career development theory. Provides interpretation and links to own career path. | Discusses the alignment between their journey and at least one career development theory. | Provides information on careers theory but no link to own **c**areer path. | Provides little information on careers theory. |