

# CAREER PLANNING

## Checklist

You can use this checklist to make sure you've done all the research and planning you need. If you've followed the three -step plan (see separate "Career planning: your three -step plan" help sheet), you should be able to tick everything on the list.



*I have*



### FOUND OUT ABOUT

the four options I could choose when I finish Year 11 – Education, Apprenticeships, Developing my employability, Jobs (see the separate help sheets for each option)



### FOUND OUT ABOUT

possible routes into the careers I'm interested in and any further qualifications I need to achieve (see Step 3 on the "Career planning: your three -step plan" help sheet)



### MADE A LIST OF

my interests, skills and personal qualities (see Step 1 on the "Career planning: your three -step plan" help sheet)



### FOUND OUT ABOUT

Higher Education (see the separate "Higher Education" help sheet)



### USED CAREERS SOFTWARE

to match my interests and ideas with possible careers (see the separate "More help" help sheet to find out about careers software)



### KEPT MY DECISIONS UNDER REVIEW

I've thought about a back -up career idea, in case my first choice doesn't work out



### THOUGHT ABOUT

the way I like to learn and which options – Education, Apprenticeships, Developing my employability, or Jobs – might suit me (see How do you like to learn? in Step 1 on the "Career planning: your three -step plan" help sheet)



### SPOKEN WITH

my teachers, careers coordinator, other adviser and/or family members about my career ideas



### RESEARCHED

the kind of careers I am interested in, using careers software and websites (see Step 2 on the "Career planning: your three -step plan" help sheet)

**If you are a young person working with Birmingham Careers Service and you need more help with career planning; a Personal Adviser (PA) can help you with advice and guidance. They can help you to research career ideas, find out what extra support you might need to follow your chosen option and look at any problems you might have.**

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CAREERS SERVICE**  
guiding young people