

# Individual Career Development Pathway Plan



Practitioners and others (e.g., individuals, teachers, parents, employment service providers, and employers) can use this Individual Career Development Pathway Plan to map a career development journey. The Plan can be used in multiple settings (e.g., schools, colleges, universities or businesses etc.) to help individuals across all ages and stages.

This Plan is one of a suite of resources developed to complement the *Australian Blueprint for Career Development* (the Blueprint). The Blueprint is a framework that can be used to design, implement and evaluate intentional career development learning for people of all ages and stages. Numerous illustrative examples and Practice Guides offer helpful steps for applying the framework in career development practice. Importantly the Blueprint is customisable for a variety of settings.

The Blueprint and other resources are available via: <https://www.yourcareer.gov.au/theblueprint>

# How to use the Individual Career Development Plan

The Plan has been designed as a user-friendly tool to help people start thinking about their career goals and how they might develop in order to reach those goals.

At the heart of the Plan and the career development journey are the 12 Blueprint management competencies, grouped across three learning areas: Personal management; Learning and work exploration; and Career building.

## To use the Plan:

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### Step ①:

Refer to 'Learning areas and career management competencies' in **Section 2** of the Blueprint and 'Using the career management competencies to guide career development learning' in **Section 3**. This will provide you with a solid foundation of understanding when working with the learner/individual.

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### Step ②:

Summarise/explain the career management competencies (as listed in the Plan) and the purpose of the Plan to the individual (or a group setting if appropriate). The language of the plan can be adapted or simplified according to the needs of the setting (e.g. working with younger school students or people using English as an additional language etc.).

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### Step ③:

Consider using a Competency Assessment Checklist and reflection prompts when working with the Plan (the Blueprint **Practice Guide 2** includes examples).

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### Step ④:

The starting point will vary depending on the stage of life. For example, for younger people, the people with less recent work experience or women returning to the workforce, you may suggest beginning with Page 7 ('Interests, abilities and challenges').

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### Step ⑤:

Work together with the individual or give them time to work through the Plan by themselves and/or in collaboration with family and others (depending on the setting, their age and stage). If they are working on it and bringing it back, schedule a time when the plan will be completed and reviewed.

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### Step ⑥:

The Plan can be used to determine the appropriate developmental level (i.e., Awareness, Exploring, Starting out, Groundwork, or Advancing – see 'Career development competencies by phases' in **Section 2** of the Blueprint). This will help identify the appropriate support, resources and interventions that might help reach specific goals. The Blueprint **Practice Guides 6 to 9** are also useful for guiding through the process and selecting products that are most appropriate to support needs and aligned to the career management competencies.

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### Step ⑦:

Use the 'Notes' page to document suggestions from Step 6 and other relevant information.

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### Step ⑧:

Make a time to review or revisit the Plan, appropriate to the goal timeframe.

# Career management competencies and goals

## My career options

What do your career choices involve?

What steps do you need to take (maybe qualifications/training) to reach your career goals?

Now consider the following specific career management competencies and how these may connect with your career choices ...

CAREER MANAGEMENT COMPETENCIES	How I rate my current confidence against each competency (Low/Medium/High)	Why I rated myself this way
<b>Learning Area A: Personal management</b>		
1. Build and maintain a positive self-concept		
2. Interact positively and effectively with others		
3. Change and grow throughout life		
4. Manage wellbeing, mental and physical health		

## Career management competencies and goals continued

CAREER MANAGEMENT COMPETENCIES	How I rate my current confidence against each competency (Low/Medium/High)	Why I rated myself this way
<b>Learning Area B: Learning and work exploration</b>		
5. Participate in lifelong learning supportive of career goals		
6. Locate and use career information effectively		
7. Understand the relationship between work, society and the economy		
8. Understand the changing nature of life and work roles		
<b>Learning Area C: Career building</b>		
9. Secure/create and maintain work		
10. Make career-enhancing decisions		
11. Maintain balanced life and work roles		
12. Understand, engage in and manage the career-building process		
<b>Which competencies do you think are most important to further your career choices at the moment?</b>		

# Career management competencies and goals continued

Once you have reflected on your self-assessed ratings and the reasons for these, consider those competencies you wish to focus on, what you hope to achieve in the short – and long-term and what challenges you may face.

## Short-term goals (e.g. immediate, one month or maximum 1-2 years)

GOAL

TIMEFRAME

	Personal management	Learning and work exploration	Career building
Objectives/ Actions:			
Challenges/Risks:			

## Long-term goals (could be in months or years)

GOAL

TIMEFRAME

	Personal management	Learning and work exploration	Career building
Objectives/ Actions:			
Challenges/Risks:			

# Short-term goals: Action plan

Short-term goals			
	Personal Management	Learning & Work Exploration	Career Building
What will I do to meet my objective?			
How will I address my identified challenges?			
Who/what can help me reach my objectives?			
When do I hope to meet my objective?			

**Details**

I believe this plan is realistic and suitable for me because ...

**Alternative strategies**

If I need to rethink this plan I could use some of these strategies to help me:

# Interests, abilities and challenges

My interests	My abilities	My skills	My workplace values

My areas of strength are:

My areas of challenge are:

## Interests, abilities and challenges continued

My action plan				
Next steps needed	Studying		Experience	
	Current education and training (e.g. Year 10 subjects or current certificate/degree study)	Future (e.g. Subjects required in Year 11/12/postgraduate degree)	Informational interviews /role shadowing/work experience	Job applications