|  |  |
| --- | --- |
|  | Individual Career Academic Planning Document - 2019  Alva Career Center |

Part II

|  |  |  |
| --- | --- | --- |
| **Preparation and Action:**  **Preparation** – How do I get there? How do I set my route? Set goals , choose courses, join clubs and activities, obtain financing, complete applications, write resumes. **Action** – What are my action steps? Review and revise plan as necessary. | **Result(s) of Activity**  You will be answering the questions to the left in the areas below. | **Date completed** |
| 1) Select ONE occupation that you have an interest in. Provide in the next box the name of that occupation, the Career Pathway and Career Cluster for the occupation as well as a description of that occupation. |  |  |
| 2) Based on the occupation that you have an interest in, explain the education, certifications, and licensures needed for that occupation. Explain how you may go about meeting those requirements. If further education is needed, what educational entities offer the degree and what is the degree? Print a degree sheet from a college that offers the training you need. Create a PDF of the degree sheet to store in the Shared Google Drive as well upload to your OkCareerGuide account. If additional licensures or certifications are needed, where can you obtain them? |  |  |
| 3) If additional education (after NWTC) is needed for the occupation, what is the cost and how will you possibly obtain funding to pursue that education? Will you need to pursue scholarships, grants, loans, , etc.? Information regarding financial aid and scholarships is available in OkCareerGuide under the Plan for Education section. Provide a summary of where you will find possible scholarship opportunities. What is the deadline for any scholarships? |  |  |
| 4) If additional certifications or licenses or additional training such as CPR are needed for the occupation, what is the cost and how will you pursue any certifications, and/or licensures or requirement training? |  |  |
| 5) Will you need to purchase any tools, equipment, or clothing (such as fire retardant or scrubs) prior to starting this occupation? Provide a summary of the necessary items as well as an approximate cost. |  |  |
| 6) Do you need to take ACT test? If so, what test date(s) and location(s) are you planning on for taking the exam? |  |  |
| 7) When will you need to apply for financial aid if needed? |  |  |
| 8) In OkCareerGuide set “Goals” for the information from step one. Only 100 characters are allowed for each goal so you may have to create several goals. Be sure to include deadlines for your goals. Set your goals for 1 – 5 years out. Some goals could be take ACT Prep on Dec 4th , Take ACT test at NWOSU on Dec. 14th, Complete a ?? degree from ?? university by ???, Earn xxx certification by ???, Apply for XXX jobs in the Enid area by ???. If OkCareerGuide doesn’t provide enough space enter the goals in the next box. |  |  |
| 9) Explore the Find Job Openings under the Find a Job section. Expand the “Answer Online Job Postings” tab and then find at least 5 job openings for your desired occupation. Either save as a PDF or create a screen shot (command + shift + 4) of the job information. Put the PDF and/or screen shots in the Shared Google folder with your first and last name that I created. If local companies are hiring, you may list those jobs as long as you can find or provide the specific requirements for that job. |  |  |
| 10) Based on the 5 job openings you found in step 9, list 5 - 10 required or desired skills or education the employer lists that you already possess. |  |  |
| 11) Based on the 5 job openings you found in step 9, list 5 – 10 required or desired skills or education the employer lists that you still need to earn or obtain. Create “goals” for these in the Goals section of OkCareerGuide and/or list in the next box. |  |  |
| 12) What are your strengths? Check out <http://examples.yourdictionary.com/examples-of-strengths.html> and <https://mystrengthsandweaknesses.com/list-of-strengths-examples-of-personal-strengths/> and <https://www.thebalancecareers.com/resume-strengths-list-2063804> for some examples of strengths. Search <https://www.thebalancecareers.com/skills-listed-by-job-4161913> for examples of skills for specific job types.  List or provide six of your strengths (in the next box) that you can outline when applying for a job. The list needs to include at least three knowledge-based skill strengths. |  |  |
| 13) Most students will be participating in a Job Shadowing experience in November. List three occupations (including locations) you would like to job shadow. |  |  |
| 14) All students who are interested in searching for scholarships, create an account at <https://secure.okcollegestart.org/Financial_Aid_Planning/Scholarships#/Landing> (or use your AHS account) and search for scholarships you may be interested in applying for. Be sure to note deadlines and qualifications for the scholarships. |  |  |