

Student Action Plan/Checklist

Student Name: _____

Date: _____

*As a result of meeting with the VET/Employment Coordinator Keeley Gray
I need to do the following:*

- Research career pathways and apprenticeships/
traineeships**
www.skills.sa.gov.au
www.skillsroad.com.au
www.aapathways.com.au
www.australianapprenticeships.gov.au
- Discuss school based apprenticeship concept with parent/caregiver**
- Develop resume (search pro-forma online) that relates to the field of work of interest**
- Undertake work experience in the areas(s) of interest**
 - You can arrange work experience by seeing the VET/Employment Coordinator to complete a workplace learning agreement form, make sure all sections are completed and signed, before starting work experience.
 - Contact employers from your area, local paper, your local shopping centre notice boards or on the internet
 - Speaking with parents/caregivers and exploring existing networks/contacts
 - Exploring opportunities through friends, their parents, sporting clubs etc
- Undertake industry aptitude assessment if available (Your VET Coordinator can provide this or www.aapathways.com.au website above)**
- Pursue vocational education and training courses in relative fields**
- Undertake occupational health and safety training (white card etc)**
- Drivers licence required – place a date on your home calendar for ‘L’s or ‘P’s**
- Seek casual job – to demonstrate and learn a ‘work ethic’**

As you progress through this action plan make another appointment with
Kelley Gray (dl.0783.vet@schools.sa.edu.au) or phone 8391 1599/0417 881 277