

Module: Planning

Lesson Title: Completing the Career Plan Form

Standards

Florida Adult Basic Education	Level Expectation
CP.ABE.04 Develop and manage a career and education plan	NRS Levels 1-6

Interpreting the Standard

1 Standards	2 Skills Included in the Standard	3 Concepts Included in the Standard	4 Through a Particular Context	5 Cognitive Demand/Levels of Thinking	6 Sample Activity
CP.ABE.04 Develop and manage a career and education plan	Develop Manage	Career and education plan	Print	DOK 1 DOK2	Complete Career Plan

Objectives of the Lesson

Students will:

- Students will complete the Career and Education Plan

Materials

- Blank Career and Education Plan

Instructional Plan

Overview

Now that students have learned about the career planning process and have discussed the various careers and identified personal and employability skills, they are now ready to complete their Career and Education Plan.

In this lesson, students

Process

- Give each student a copy of the Career and Education Plan (**Handout #1**)
- Provide a brief over view of the career clusters, transferable skills and other career planning discussions.
- Explain the purpose of the Career and Education Plan
- Assist students in completing the plan using their career cluster, transferable skills and other career planning activity sheets.

Sample Debriefing Questions

- Why do you think it is important to complete a Career and Education Plan?
- What information can you add to your plan
- How will this plan help you?

Modifications for Different Levels

Lower Levels

- Provide more hands on assistance with completing the form

Assessments/Extensions

- Observe the students completing the form by transferring data from other career planning activity sheets and notes.

Career Plan

Congratulations on beginning to plan for your future! Complete this worksheet as you move through the Career Planning modules. As you complete each of the activities, you can transfer key information to this worksheet. When you finish, you will have a career and education plan to take with you. It will help you think about additional information you may need to gather from other sources. This plan is a work in progress and can be updated at any time.

Name: _____

Date:

Program/Class: _____ Teacher/Advisor _____

Begin Date: _____ Updates: _____,
_____, _____,

PART I - Self Exploration

My top three skills are: (Transferable skills)

1. _____
2. _____
3. _____

My top three work values are:

1. _____
2. _____
3. _____

My top three interest areas are:

1. _____
2. _____

3. _____

Three occupations that I would like to explore further are:

1. _____

2. _____

3. _____

PART II – Occupational Exploration

Complete the following section for each of the three occupations listed above.

Occupation Title #1: _____ **Average Annual Salary:** ____-

List three things that person in this type of occupation does:

1. _____

2. _____

3. _____

List three things you know about the working conditions in this occupation. (Does it require to work outside or inside, sitting or standing).

1. _____

2. _____

3. _____

This occupation matches my job values, interests and skills in the following ways:

1. _____

2. _____

3. _____

Occupation Title #2: _____ **Average Annual Salary:** ____-

List three things that person in this type of occupation does:

1. _____
2. _____
3. _____

List three things you know about the working conditions in this occupation. (Does it require to work outside or inside, sitting or standing).

1. _____
2. _____
3. _____

This occupation matches my job values, interests and skills in the following ways:

1. _____
2. _____
3. _____

Occupation Title #3: _____ **Average Annual Salary:** ____-

List three things that person in this type of occupation does:

4. _____

5. _____

6. _____

List three things you know about the working conditions in this occupation. (Does it require to work outside or inside, sitting or standing).

4. _____

5. _____

6. _____

This occupation matches my job values, interests and skills in the following ways:

4. _____

5. _____

6. _____

Jobs I am looking for now or in the future:

1. Where will I look? _____

2. Who will I talk to?

3. What do I hope to earn? _____

4. What contacts do I have to help me continue my education or get a job?

PART III - New Skills

Three skills I would need to develop for the occupations I am interested in are:

1. _____

I will develop this skill by doing the following:

2. _____

I will develop this skill by doing the following:

3. _____

I will develop this skill by doing the following:

PART IV - Educational Planning

Complete the following section for the three occupations you identified.

Occupation #1: _____

What training or degrees do you need for this career? _____

What license, if any, do you need to work in this career? _____

What educational steps do you need to take to prepare for this career? _____

Where will you get your education? _____

How long it will it take? _____ What will it cost? _____

How will you pay for it? _____

Occupation #2: _____

What training or degrees do you need for this career? _____

What license, if any, do you need to work in this career? _____

What educational steps do you need to take to prepare for this career? _____

Where will you get your education? _____

How long it will it take? _____ What will it cost? _____

How will you pay for it? _____

Occupation #3: _____

What training or degrees do you need for this career? _____

What license, if any, do you need to work in this career? _____

What educational steps do you need to take to prepare for this career? _____

Where will you get your education? _____

How long it will it take? _____ What will it cost? _____

How will you pay for it? _____

PART V - My Career and Educational Goals

Short Term Goal (6 months - 1 year): _____

Long Term Goal (2 - 5 years): _____

Every long-term goal is made up of many short term goals and steps. As you get closer to your long-term goal, you will set new short term goals.

The steps I need to take now to reach my long-term goals are:

Step	Date to complete step
1.	

2.	
3.	
4.	
5.	
6.	