



Career planning for school leavers



1. Knowing yourself

Go to the [Get that Job](#) section of the Jobs and Skills WA website to start your career planning.

Don't know what to do after secondary school? We are here to help you find your career pathway. Begin by thinking about:

- Where are you at and where do you want to go?
- How are you getting there? Do you need to do further study at TAFE or university?
- What existing skills do you have?
- What kind of work are you interested in?
- What is important to you in life and in work?



2. Explore more

Explore the [occupations](#) section of the Jobs and Skills WA website and find occupations that interest you.

For each occupation that interests you, consider the following points:

- What are the everyday tasks of this occupation?
- What are the working conditions like?
For example, some occupations require shift work or long hours.
- What are the personal requirements? For example, do I have to have a specific driver's licence or be over the age of 18 years?
- What skills and training do I need? Is there a TAFE course or university qualification needed or recommended?
- Can I learn on the job? For example, through an apprenticeship or traineeship.
- Where is the work? Do I want to work close to home, in another state or another country?



3. Taking action

Map out a [step-by-step approach](#) to achieving your goals.

1. Identify an occupation.
2. Research the occupation.
3. Try to arrange work experience.
4. Chat to the Jobs and Skills Centre about training pathways and study options.



4. Skilling up

Whether it's a skill-set, short course or a full qualification to get yourself job-ready, find out more in our [Skilling up](#) section of the Jobs and Skills WA website.

My skills checklist

A skill is something you do well, like playing sport, reading or speaking in public. We all have skills and it is important to recognise those you have now and those you need to develop.

Skills are needed in many jobs and can be specific to particular jobs. Personal skills play an important role in the workforce, for example when networking or dealing with people. Use the checklist below to determine some of the skills you already have or would like to develop further. This will help identify skills you can include in your resume or application when applying for jobs.

Skill (Example of how you might use this skill)	Very good at	Can do	Would like to develop
Teamwork For example, helping a new student settle into my class.			
Working with numbers For example, calculating my sports teams' scores.			
Being creative For example, writing stories, using computer graphics, making videos and taking photographs.			
Communication For example, listening, speaking clearly or taking notes of information accurately.			
Using technology/computers For example, using a computer to produce work and research.			
Planning and organising For example, arranging a school quiz night or a team for a local competition.			
Problem solving For example, navigating how to get to a place, solving puzzles or computer games.			
Learning new things For example, new routine in martial arts, new school subject, new sports skills.			
Managing yourself For example, your time, your money, family time and social activities.			
Following instructions For example, preparing a meal and following a recipe.			
Showing initiative For example, getting things done without being asked.			

Help and support

Your local Jobs and Skills Centre provides professional career advice and support on training and employment opportunities, including apprenticeship and traineeship opportunities. All services are free and all ages are welcome.

For more information, and to find your local Jobs and Skills Centre:

📞 13 64 64 | 🌐 jobsandskills.wa.gov.au/jobs-and-skills-centre

