



## Changing your career

Interested in a new career? People seek to change careers for many different reasons. Your career goals or values may have changed you may have discovered new interests that you would like to incorporate into your job you may wish to make more money or have more flexible hours, just to name a few.

Before you decide, it is important to take the time to evaluate your present situation, to explore career options, to decide if your career needs making over.

## Getting started

If you're ready to get started, think about focusing on the following.

1. Why you are considering changing careers?
2. If you are employed and thinking about making a change, take note of your daily reactions to your job situation and look for recurring themes. Which aspects of your current job do you like or dislike? What would you like to change about the content of your work? How do you feel about your organisation's culture and values?

It is also useful to try sounding out friends and relatives – someone you can trust to help get a sense of what is driving you to make this change. This will help you to identify what you're happy with in your current occupation, and what you want to change.

## Clarify your work preferences

If you have been working in the same career for a number of years, you may need to stop and rethink about the environment and culture you would like to work in. For example, do you like working outside? Do you like helping people? Do you want to work for a large organisation, a family business or a not for profit organisation?

## Check if you need to skill up

Assess your current skill set and think about how it might translate to another role. For example, think about what you do in your job today. What makes your abilities different to someone who wouldn't be able to do your job? Determine how your strengths translate more broadly. For instance, your positive relationships with clients might mean you have good communication and problem solving skills. Head to the Information and Resources section of *Jobs and careers* in the Jobs and Skills WA website for career planning and job search resources. Use the checklists, tips and tools to help clarify your transferable skills.

If you need to do additional training or study, be sure to research what jobs you can get with the qualifications you are considering. You don't want to waste time and money on the wrong training. University is necessary in some fields, but it is not a must for everyone. Vocational education and training (VET) might be more helpful if you are considering acquiring practical skills that will make you job ready, or if you want to skill up in a new area. Find out more in the Skilling up section of *Jobs and careers* in the Jobs and Skills WA website.

Sometimes the reality of a job is not what we think it is! Test out your ideas. Talk to people working in the industry, volunteer with an organisation, take some holiday time to do a work placement in your chosen career or do an internal or external short course/training session that relates to that career. Talk to a careers advisor at your local Jobs and Skills Centre or check out information about occupations in the *Jobs and Careers* section of the Jobs and Skills WA website.

### Know your limits

As your career progresses, there will be more factors you need to consider when changing careers. However, knowing your limits helps create a framework for what is achievable. Acknowledging your commitments – such as finances and family – up front will help to focus your research. Assess how much time you have to retrain. Consider how long you can afford to go without an income, or less of an income. Then set realistic goals.

### Location

Where you live will also determine employment and study opportunities. Someone living in regional Australia may choose to study online, but will need to consider if a practical component is required, for example. Ask yourself if you are willing to move for work and if not, make sure there are jobs going in your area for the career you are working towards.

### Things to consider

Most people have mixed feelings about changing their career, so it is important to make plans to cope with these changes. Here are some useful tips to assist you to get ready for your new adventure.

- Identify your support network – Family, friends, mentor etc.
- Give yourself time to adjust to the changes – You cannot do everything at once.
- Keep focused on your goals and use your support network.
- Most importantly, remember it is your decision – Be confident in your ability to choose what is right for you.
- Manage stress by setting priorities and achievable goals, exercising regularly and getting adequate rest.

### Action plan

You may like to use the *Action plan template* available in the *Information and resources section* in the *Jobs and careers section* of the Jobs and Skills WA website. Remember you can always talk to a careers advisor at your local Jobs and Skills centre or call 13 64 64.

### Considering self-employment?

If you are thinking about being your own boss or owning a small business, here are some useful contacts that can assist you in your choice.

- [smallbusiness.wa.gov.au](http://smallbusiness.wa.gov.au) – The Small Business Development Corporation has information on starting a business, business licensing as well as information on support and workshop.
- [business.gov.au](http://business.gov.au) – This Australian Government website has lots of useful information on starting and growing your own business.

### Further information

**Telephone:** 13 64 64

**Website:** [jobsandskills.wa.gov.au](http://jobsandskills.wa.gov.au)

**Online enquiry form:** [jobsandskills.wa.gov.au/enquiry](http://jobsandskills.wa.gov.au/enquiry)

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