

Worksheet 1:

Identifying employment goals and related courses

This worksheet will help you to identify your employment goals and the tertiary courses that relate to those goals. It works in conjunction with **Worksheet 2: Finding a course that's right for you.**

Step One — Career or employment goals

Think about the areas of work and the environment that you would like to work in and list these career/employment goals below. For example, working with computers in an office environment, exhibiting artwork in a major exhibition, writing articles for a magazine or newspaper, or working with plants in a laboratory.

Goal 1

Goal 2

Goal 3

Step Two — Study fields

Brainstorm the fields of study that would enable you to achieve these goals and list them below. For example, IT studies, business administration, database design, visual arts, sculpture, painting or drawing, design, creative writing, journalism or horticulture.

Goal 1 Study field

Goal 2 Study field

Goal 3 Study field

Step Three — Matching courses to goals

Look at the course website or course books published by tertiary providers.

Decide which courses in the study fields match your goals and then list them below.

Course 1

Course 2

Course 3

Step Four — Possible employment avenues

Look at the courses you have listed above. Identify possible employment avenues that these courses may create and list them below.

Course 1 Employment

Course 2 Employment

Course 3 Employment

Step Five — Matching career/employment goals to possible employment avenues

Do these employment possibilities match your career/employment goals that you listed at step one?

YES

NO

Step Six — Identifying prior knowledge

Identify and list any areas where you have prior knowledge and/or skills that you could obtain credit for from the tertiary institution running the course. For example, previous vocational or work experience, experience in the community though volunteer work, bridging courses or workshops.