

What is your career plan?

1. What are the employability and study skills you are very good at doing ? (for example have you done voluntary work before? Have you had a job or worked before? Have you got any skills you can use in a future job? Are you good at solving problems? Are you good at managing your time? What qualifications/certificates do you have? Are you reliable and hardworking? Do you enjoy working in a group? Are you helpful to other learners? Can you work independently? Are you a good listener? Can you follow instructions? Do you complete your work on time? Are you always on time? Do you enjoy learning? Can you send emails?)

2. What are the employability and study skills in the list above that you need to work on and improve ?

3. Have you had any interviews for any jobs or other courses ?

4. **Are there any factors (things) that could affect your work and time at college ?:** (For example do you have a disability? Do you have a personal hardship or health problem, for example do you attend regular hospital appointments ? Do you have financial problems? Can you travel the distance to work or college? Does your family have any problems that could affect your work?)

5. **What are your career goals? What is your ambition ?** That means what would you like to see yourself doing in **work** or **training** in the not too distant future ? In the **short term**? (in 2 to 5 years time) and in the **long term** (10 years time) ?

6. **Which business sector would you like to work in ?** (business, finance, healthcare, social care, education for children or adults, catering/food, banking, science)

7. **What steps do you need to take to achieve your career goals?** (for example do you need to do some voluntary work to put work experience on your CV? Do you need to pass some more exams in English or another subject? Do you need to save money to start a business?)