Before you start, check that you:

* have a clear idea about what you want to do when you leave school
* have spoken to your parents, teachers, careers adviser, guidance counsellor or dean about your plan to leave school.

|  |
| --- |
|  **1. What will you do when you leave school?**  |

|  |
| --- |
|  Write your goal and a target date for each one below:  |

**Target date**

Goal

|  |  |
| --- | --- |
|

|  |
| --- |
| **TIP** Make sure your goals follow the **SMARTER** principle: **S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**imed, **E**valuated, **R**eviewed |

**2. Who can help you reach your goal?**  |
|

|  |
| --- |
| **TIP** To get help from a careers expert, chat online at www.careers.govt.nz |

**3. What do you need to do before you leave school?**Check that you have:

|  |  |
| --- | --- |
| ☐ your record of achievement and NCEA results notice ☐ school reports and/or portfolios of work ☐ evidence of work experience ☐ school certificates, medals or awards  | ☐ references or testimonials from current teachers, dean or principal☐ paid any outstanding school fees ☐ handed in your school textbooks ☐ sold your school uniform (optional)   |

 |
|  |

**TIP** It's a good idea to keep all your important documents together in one place, for example in a folder.

**4. If you are going into work, are you prepared?**

Check that you have:

☐ an up-to-date CV

☐ an IR number (tax number)

☐ a driver’s licence

☐ a bank account

☐ interview and work clothes

☐ transport to and from work

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**TIP** Check out the Finding a job action plan for help with job hunting at www.careers.govt.nz

**5. If you are going into study, are you prepared?**

Check that you have:

☐ enough NCEA credits for course entry

☐ completed student enrolment

☐ looked into scholarships

☐ applied for a student loan and/or allowance if you need it

☐ arranged student accommodation if you need it

☐ registered with Student Job Search if you want to do some part-time work

☐ taken note of orientation and course start dates

**TIP** Check out the Going into tertiary study action plan to help plan your student life at www.careers.govt.nz

**6. If you are going into work-based training, are you prepared?**

Check that you have:

☐ enough NCEA credits for entry into training

☐ an up-to-date CV to apply for work-based training or an apprenticeship

☐ an IR number (tax number)

☐ a driver’s licence

☐ a bank account

☐ interview and work clothes

☐ transport to and from work

☐ applied for a student loan or scholarship if you need it

☐ contacted the relevant industry training organisation

**TIP** Review your plan regularly and as you reach your goals, set some new ones!

 **TIP** Check out our step-by-step guide to becoming an apprentice at www.careers.govt.nz

**7. If you are taking time out, are you prepared?**

Think through the following:

☐ what will you do and achieve with your time out?

☐ how will you make this happen?

☐ what will you do for money during this time?

**TIP** Check out the Going into tertiary study action plan to help you plan student life on www.careers.govt.nz

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**TIP** Visit www.careers.govt.nz to find things you can do in a gap year