

Tahatū Career Navigator

User guide
Aratohu kaiwhakamahi



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About Tahatū Career Navigator

Mō Tahatū Career Navigator

Tahatū is an interactive careers website that helps you figure out what kind of work you might like and how you can get there.

We've designed **tahatu.govt.nz** to provide inspiration and information to help you get into study, training and work, whether you already know what you want to do or you're not sure yet.

Tahatū also shows you how to get from where you are now in your career journey to where you want to be in the future.

Tahatū has helpful information for nearly 100 NCEA subjects, over 4,000 qualifications and courses and more than 800 career ideas.

There are also interactive tools like the Interest quiz and Path Finder.

The Interest quiz helps you discover your top interests and explore work areas and career ideas that align to them.

Path Finder helps you discover how to get into the career idea you're interested in. It works backwards from your career idea to show you the possible pathways.

About this guide

Mō tēnei aratohu

This guide shows you how to navigate Tahatū, Aotearoa New Zealand's new careers website.

- ▶ The Tahatū website is a work in progress and will be updated over time.
- ▶ This guide will be refreshed when major website updates are published.

More resources

Ētahi rauemi anō

More resources are available to help you and your students have the best experience of Tahatū.

Resources include:

- ▶ welcome and training videos
- ▶ activity guides for you to use with students
- ▶ a digital information leaflet and content you can tailor to update parents and whānau
- ▶ digital copies of this user guide, Tahatū Hunt and Future Finder.

Go to **tahatu.govt.nz/career-practice-hub/activities**

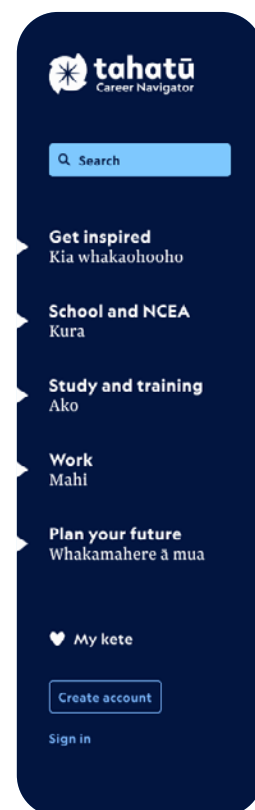
Navigating around Tahatū Te whakaterere i Tahatū

Sections overview Tirohanga wāhanga

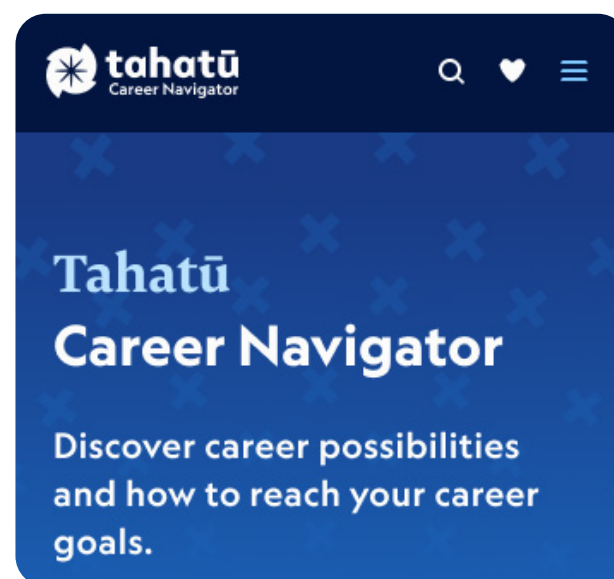
Tahatū is designed to inspire and inform you as you make career decisions and put them into action.

The left-hand navigation panel features 5 main sections:

- ▶ Get inspired Kia whakaohoo
- ▶ School and NCEA Kura
- ▶ Study and training Ako
- ▶ Work Mahi
- ▶ Plan your future Whakamahere ā mua.



Navigation panel



Homepage – mobile view

Homepage Whārangi kāinga

The homepage of Tahatū is divided into different parts for you to explore.

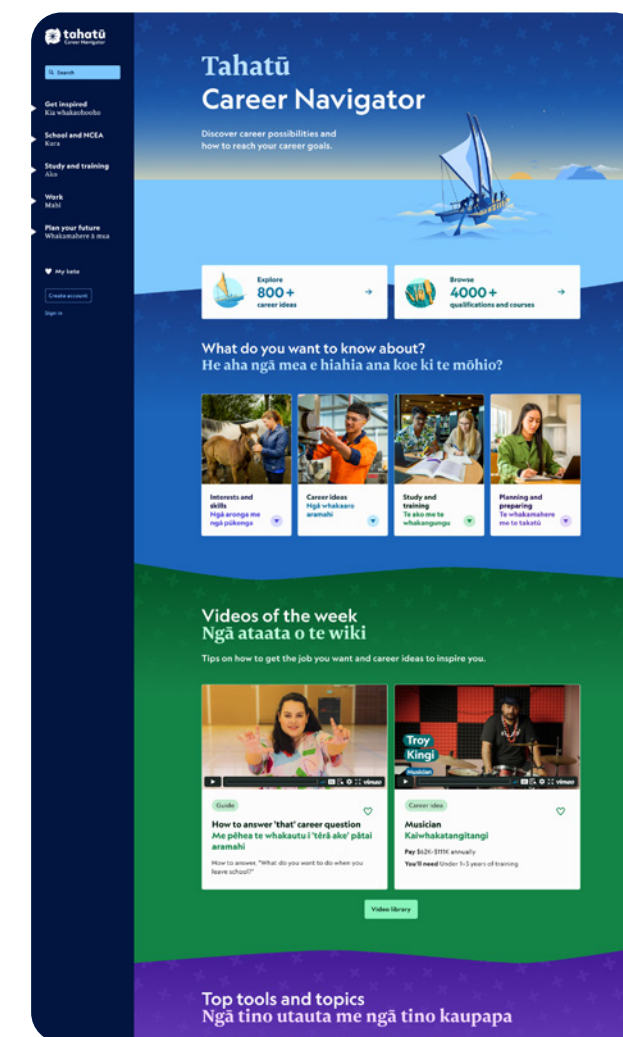
- ▶ What do you want to know about? Feature areas you can click on to see related information:
 - Interests and skills
 - Career ideas
 - Study and training
 - Planning and preparing.
- ▶ Videos of the week
 - Shows different videos with career tips and career ideas each week.
- ▶ Top tools and topics
 - Highlights the most popular information on Tahatū.
- ▶ Get advice
 - Shows links to Tahatū guide pages.

You can explore the homepage by clicking:

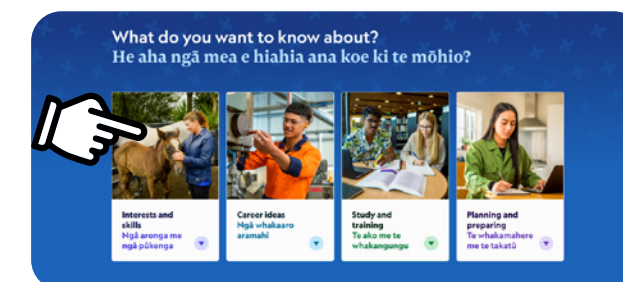
- ▶ information areas
 - for example, if you click the area Interests and skills, related information will appear under it and the main homepage will change.
 - when you're finished exploring an area you can look at another one, or click the same area again to close it and the main homepage will appear again

- ▶ relevant buttons on the homepage, for example, the video play buttons
- ▶ menu on the left-hand side of each page on desktop
- ▶ menu at the top right of each page on mobile.

You can return to the homepage by clicking the Tahatū logo at the top left of each page.



Homepage – desktop view



Homepage – information areas

Search
Rapu

- ▶ Find information using the search function at the top of the menu bar on the left-hand side of each page.
- ▶ Search in English, te reo Māori or a mixture of both.
- ▶ For example, if you search for kaiako, results will show for kaiako and the English translations tutor and teacher.
- ▶ Improve your results by using the filters on the right-hand side of the search results page.



Tahatū account and kete

Te pūkete me te kete Tahatū



Create an account

Te hanga i tētahi pūkete

- ▶ You don't need to create an account to explore Tahatū.
- ▶ You do need to create a Tahatū account to save information into the My kete feature.
- ▶ To create a Tahatū account click Create account in the menu.
- ▶ Click Continue with email to go to the Your details page.
- ▶ Enter your email address on the Your details page and click Send verification code. An email will be sent to you with the verification code.
- ▶ Enter the verification code and click the Verify code button.

The screenshots show the following steps:

- A mobile app interface with a 'Create account' button highlighted.
- A 'Welcome to Tahatū' screen with a 'Continue with email' button highlighted.
- A 'Your details' form with fields for 'Email address', 'New password', and 'Confirm new password'. The 'Send verification code' button is highlighted.
- A 'Your details' screen showing a verification code has been emailed. The 'Verify code' button is highlighted.

- ▶ Create a password and click Continue.
- ▶ We collect personal information when you create your Tahatū account so we can understand how people use Tahatū and how we can improve it. You can read our privacy policy on Tahatū.
- ▶ Once you have filled out your details click Create account.
- ▶ You can log out of your account by clicking Sign out in the menu.
- ▶ To sign into your Tahatū account in the future, click Sign in from the menu, click continue with email and enter your log in details.

The 'Your details' form includes the following fields and instructions:

- Email address: jbloggs@email.nz
- New password
- Confirm new password
- Instructions: The password must be at least 8 characters. The password must have at least 3 of the following:
 - a lowercase letter
 - an uppercase letter
 - a digit
 - a symbol.
- A 'Continue' button is highlighted at the bottom.

The mobile app menu shows the 'My kete' section with a 'Create account' button highlighted.

My kete

Taku kete

- ▶ Once you create a Tahatū account you can easily save information into My kete.
- ▶ Click the heart icon at the top right of the page or card to save to kete.
- ▶ To check what you've saved, click the My kete heart icon in the left-hand side menu (for desktop) or the top menu bar (for mobile).
- ▶ The number next to the heart icon shows how many items are saved in your kete.

The article 'How to write a CV' (Me pēhea te tuhi i tētahi tāhuhu tangata) has a heart icon in the top right corner. The article is updated 01 Aug 2024 and states: 'Your CV is the first impression you'll make on employers, which is why it's so important. Use these tips, examples'.

The mobile app menu shows the 'My kete' section with a heart icon and the number '12' next to it, indicating 12 items are saved.



Get inspired Kia whakaohoho

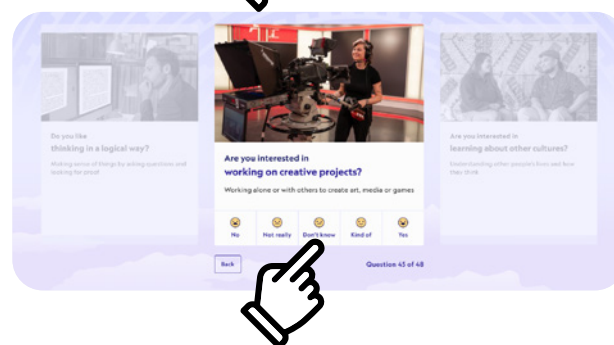
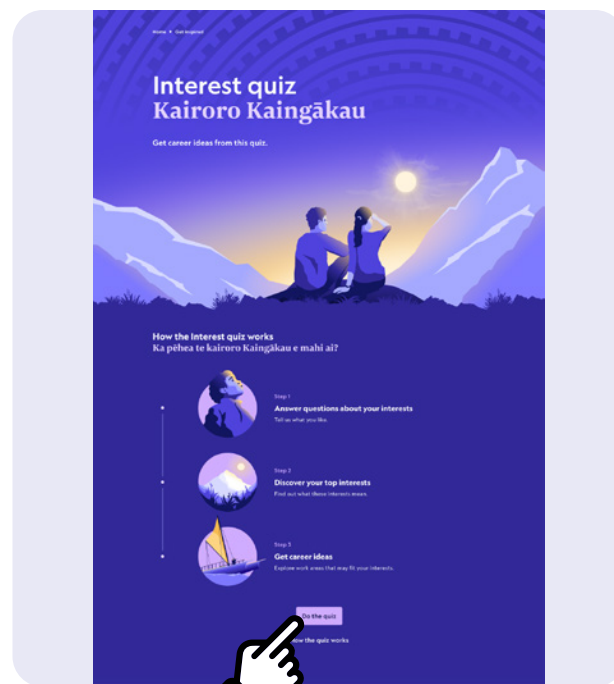
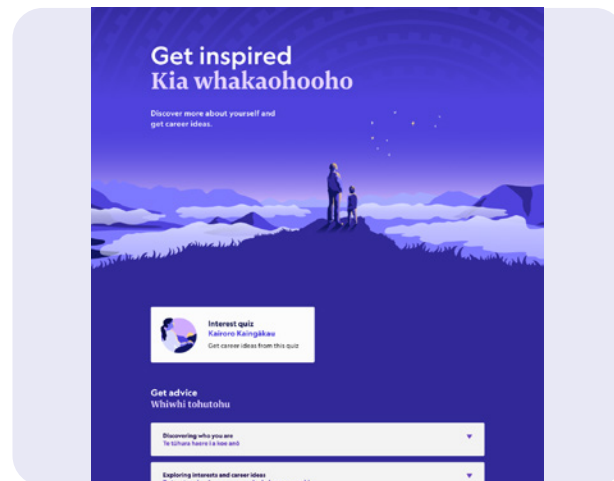
Discover more about yourself
and get career ideas.

- ▶ There are many ways to get inspiring career information from the homepage.
 - Click the Interests and skills information area to view relevant content.
 - Go to the left-hand navigation panel, click Get inspired Kia whakaohoho.
- ▶ Explore the Interest quiz and answer questions about your interests to find career ideas.
- ▶ Read useful guides about how the Interest quiz works, how to find your career path, and knowing your values and skills.

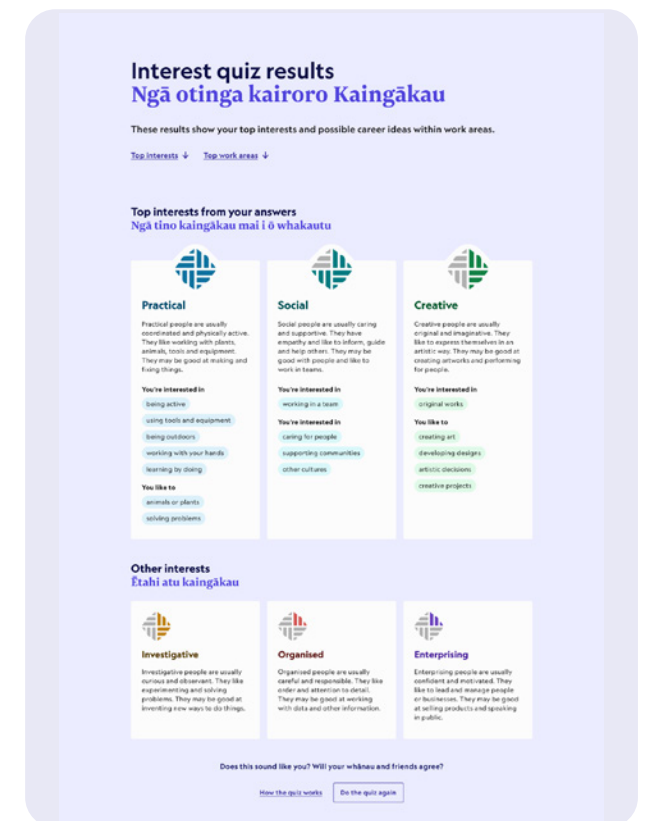
Interest quiz Kairoro Kaingākau

The Interest quiz helps you discover your top interests and get career ideas.

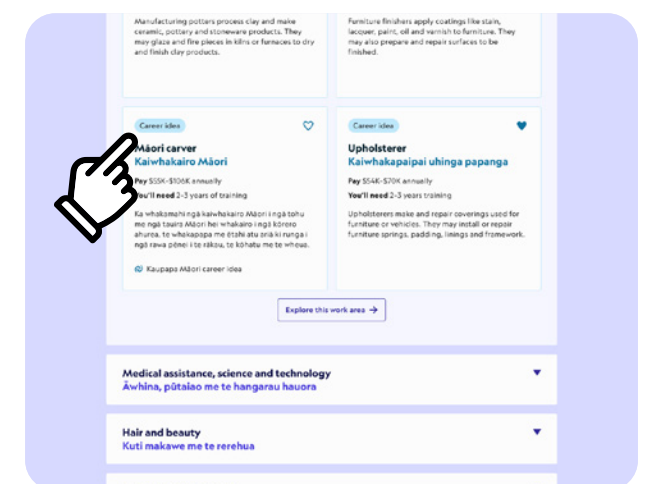
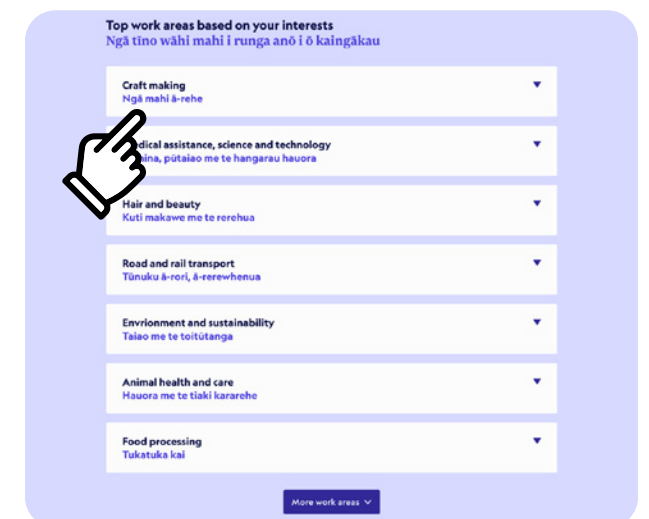
- ▶ Go to the Interest quiz page, scroll down and click the Do the quiz button.
- ▶ Answer 48 questions related to common interests. Each question starts with either “Do you like...” or “Are you interested in...” followed by the rest of the question. For example, “Do you like being active?” or “Are you interested in teaching people?”
- ▶ When you do the quiz you answer the questions using 5 options: No, Not really, Don't know, Kind of, Yes.



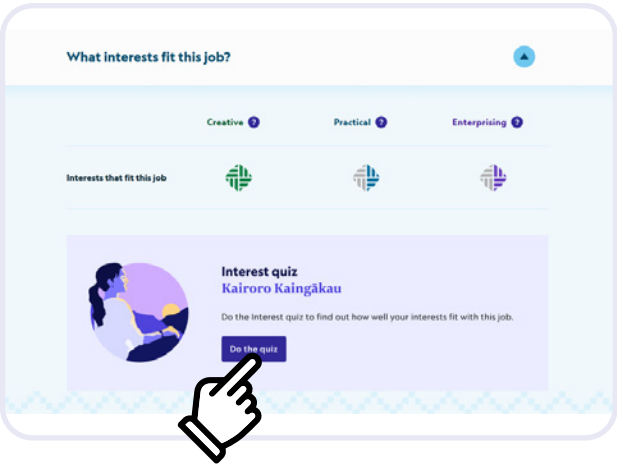
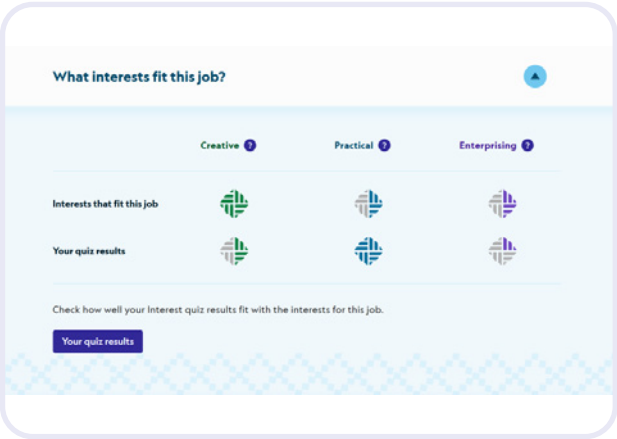
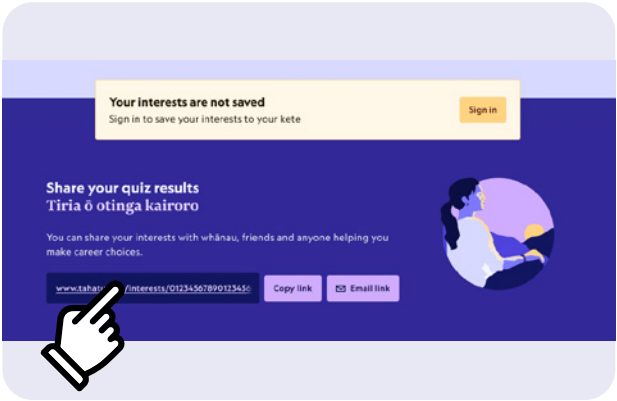
- ▶ Your quiz results show your top interests and match them with 6 personality types. Interest quiz results focus on your top 3 personality types and summarise what you like and are interested in from your answers.
- ▶ The Interest quiz can compare your results with hundreds of possible career ideas.



- ▶ Click the accordion arrow to explore work areas with career ideas that may fit your interests.

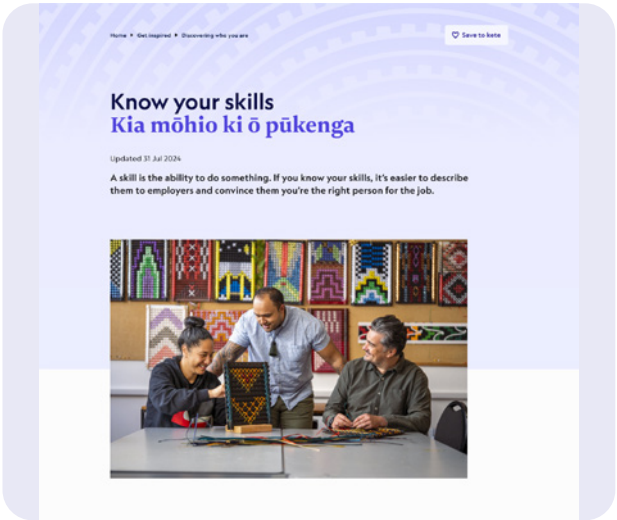


- ▶ Save your Interest quiz results to My kete.
- ▶ Share your Interest quiz results by copying or emailing the link to whānau, friends and anyone helping you make career choices.
- ▶ You can also print a copy of your results to take away or share with friends and whānau.
- ▶ All career idea pages on Tahatū have a What interests fit this job accordion where you can discover the top 3 interests for each job.
- ▶ If you have completed the Interest quiz, you can compare your interests to any career idea on Tahatū.
- ▶ If you haven't completed the Interest quiz, there is a link to do the quiz and discover your interests.



Guides
Ngā aratohu

- ▶ Discovering who you are
 - Know your values
 - Know your skills
- ▶ Exploring interests and career ideas
 - About the Interest quiz
 - How to find your career path





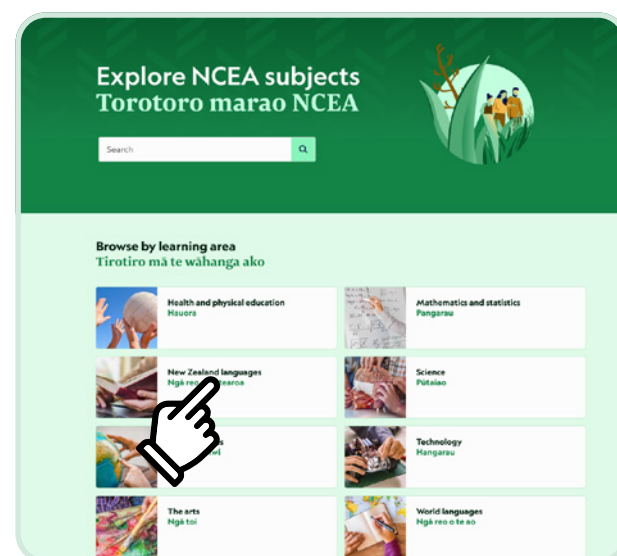
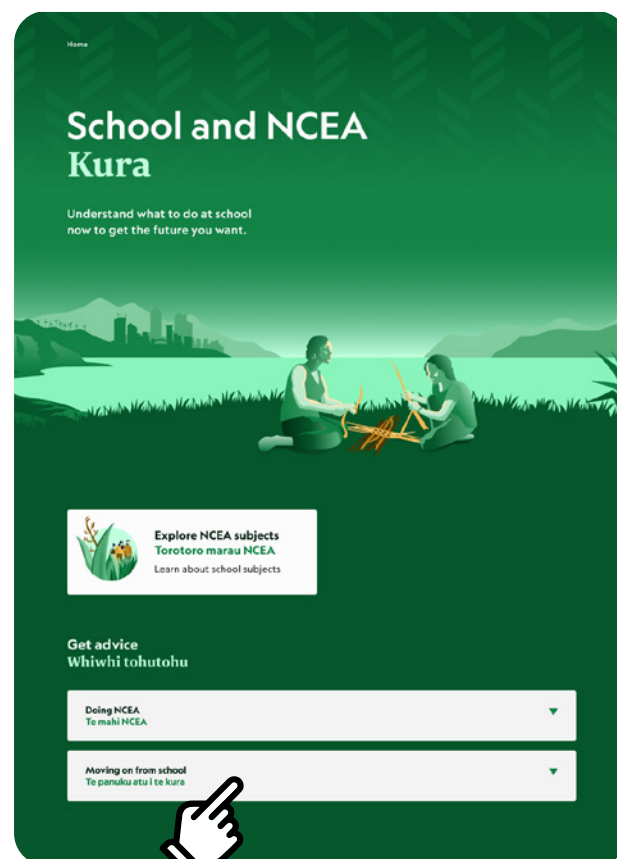
School and NCEA Kura

Understand what to do at school now to get the future you want.

- ▶ There are many ways to explore School and NCEA Kura information from the homepage.
 - Click the Study and training information area to view relevant content.
 - Go to the left-hand navigation panel, click School and NCEA Kura and click Explore NCEA subjects.

Explore NCEA subjects Torotoro marau NCEA

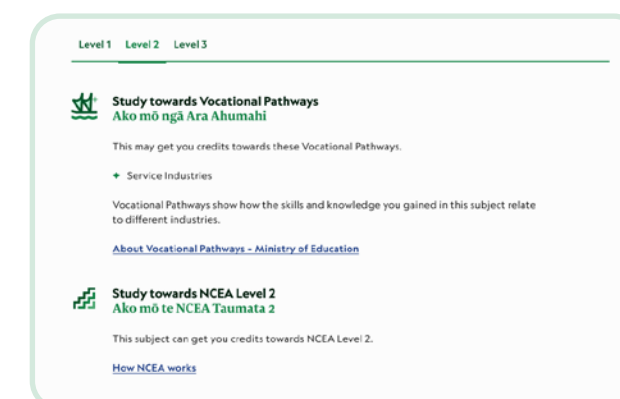
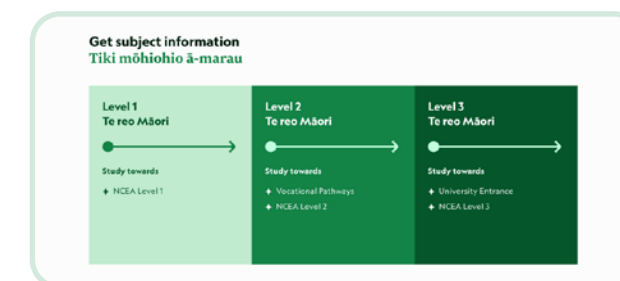
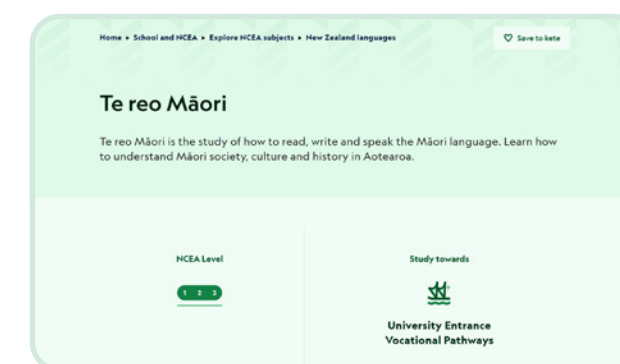
- ▶ Explore nearly 100 NCEA subjects from the New Zealand Curriculum and Te Marautanga o Aotearoa – the curriculum used in Māori medium schools.
- ▶ Te Marautanga o Aotearoa subject descriptions are in te reo Māori, the language they're taught in, and are tagged as kaupapa Māori subjects.
- ▶ Use the search function or browse learning areas to find subjects you might be interested in.
- ▶ Read useful guides about how NCEA works and choosing subjects.
- ▶ For example, click Explore NCEA subjects, then click New Zealand languages to find Te reo rangatira, English, New Zealand Sign Language and Te reo Māori subjects.



- ▶ Select a subject card to get more information, like levels of NCEA and what you can study towards.

For example, if you want to find out more about Te reo Māori:

- ▶ Click Explore NCEA subjects
- ▶ Click New Zealand languages, then Te reo Māori
- ▶ Get a description of what you'll learn in Te reo Māori
- ▶ Find what NCEA levels it's taught at and that you can study towards University Entrance and Vocational Pathways
- ▶ Get subject information for each NCEA level
- ▶ Tab through each level for links to more information about credits. Tab through to get more information about each level of this subject
- ▶ For example, find out that studying Level 2 Te reo Māori gets you NCEA Level 2 credits, and may also get you credits towards Vocational Pathways.



Guides
Ngā aratohu

- ▶ Moving on from school
 - Planning for life after school
 - Combine school with work or training
 - Upskilling after you leave school
- ▶ Doing NCEA
 - How NCEA works
 - Choosing NCEA subjects

Home ▶ School and NCEA ▶ Doing NCEA

Save to list

How NCEA works Ka pēhea te NCEA e mahi ai

Updated 23 Apr 2024

NCEA is the qualification most ākonga study for at secondary school in Aotearoa. The assessments you do in Year 11, 12 and 13 are the first steps on your journey to find a career that's best for you.







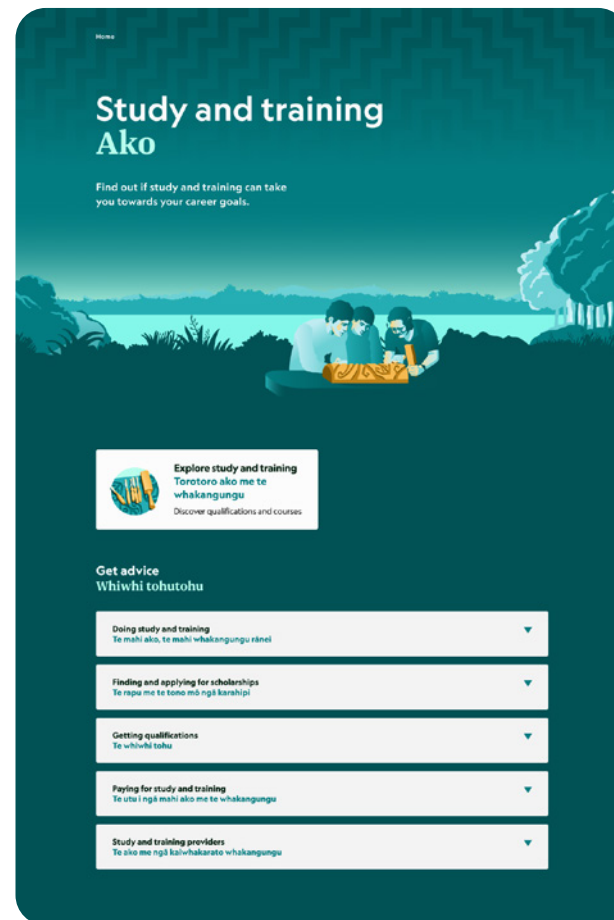
Study and training Ako

Find out if study and training can take you towards your career goals.

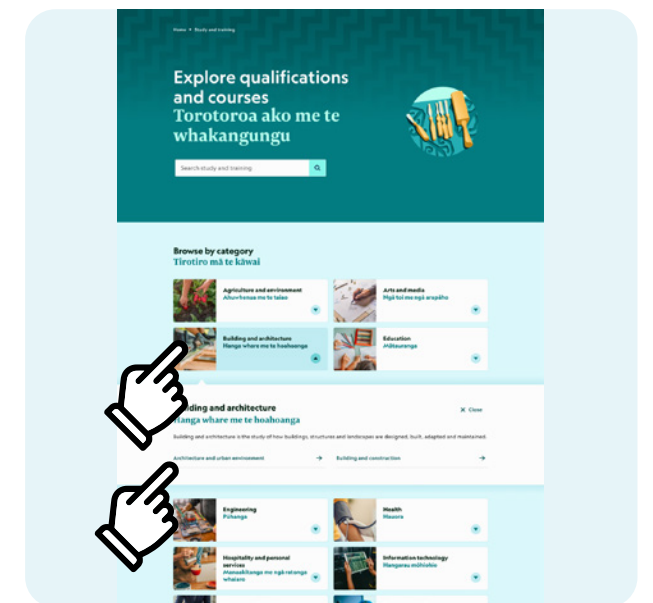
- ▶ There are many ways to explore Study and training Ako information from the homepage.
 - Click Browse 4000+ qualifications and courses.
 - Click the Study and training information area to view relevant content.
 - Go to the left-hand navigation panel, click Study and training Ako and click Explore study and training.

Explore study and training Torotoro ako me te whakangungu

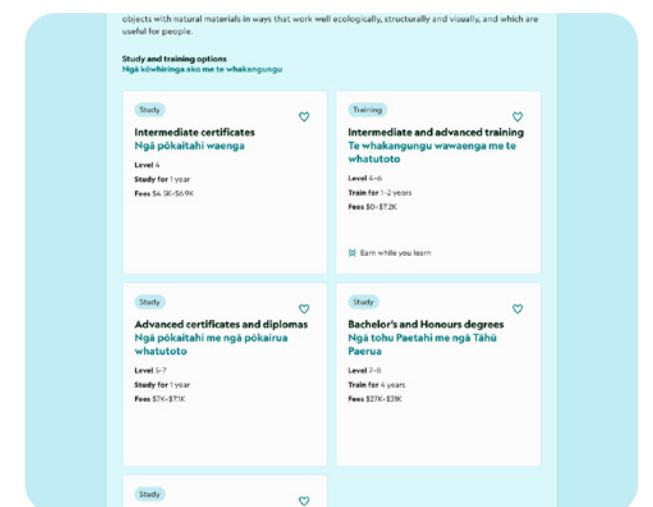
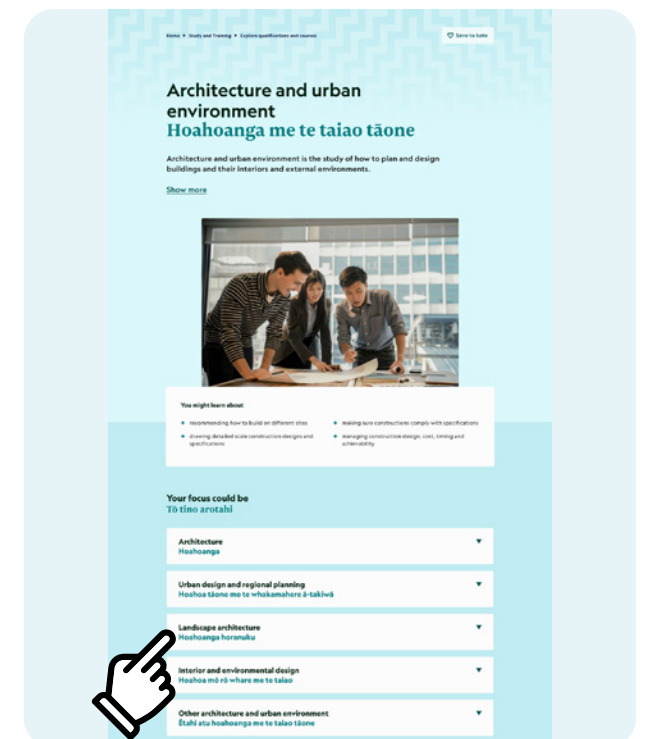
- ▶ Explore over 4,000 qualifications and courses offered at education providers by clicking the Explore study and training button.
- ▶ Discover what study and training options are available in Aotearoa New Zealand.
- ▶ Browse by category or use the search function.
- ▶ Read useful guides about how to find, apply and pay for study and training.



- ▶ For example, if you're interested in study or training options in the building sector, click Building and architecture.
- ▶ Select what type of building studies you might like, for example, Architecture and urban environment.



- ▶ Find out what you might learn in Architecture and urban environment as well as areas you could focus on like landscape architecture.
- ▶ Click the area you'd like to focus on for more information about types and levels of qualifications, how long you might need to study for, and the range of fees involved.



Guides
Ngā aratohu

- ▶ Doing study or training
 - How to apply for study or training
 - Change or progress your career
 - About adult and community education
 - Distance and online learning
 - Study and training if you need learning support
 - Improve your literacy and numeracy
- ▶ Getting qualifications
 - About qualification levels
 - Credit work or study towards a qualification
 - About apprenticeships
 - About micro-credentials
- ▶ Study and training providers
 - Types of study and training providers
 - Study and train at wānanga
 - Study and train at universities
 - Study and train at private training establishments
- ▶ Paying for study and training
 - Ways to pay for study and training
 - About Fees Free
- ▶ Finding and applying for scholarships
 - How to find scholarships
 - How to apply for scholarships
 - Scholarships for Māori learners
 - Scholarships for Pacific learners





Work Mahi

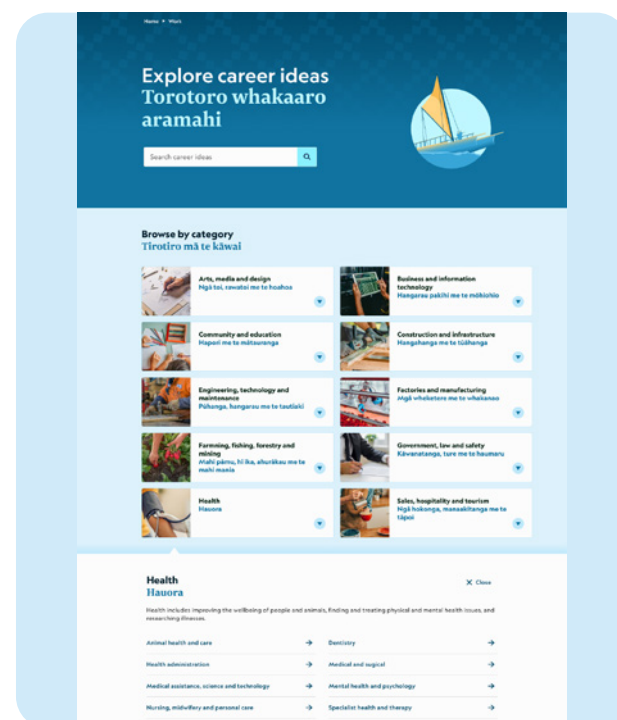
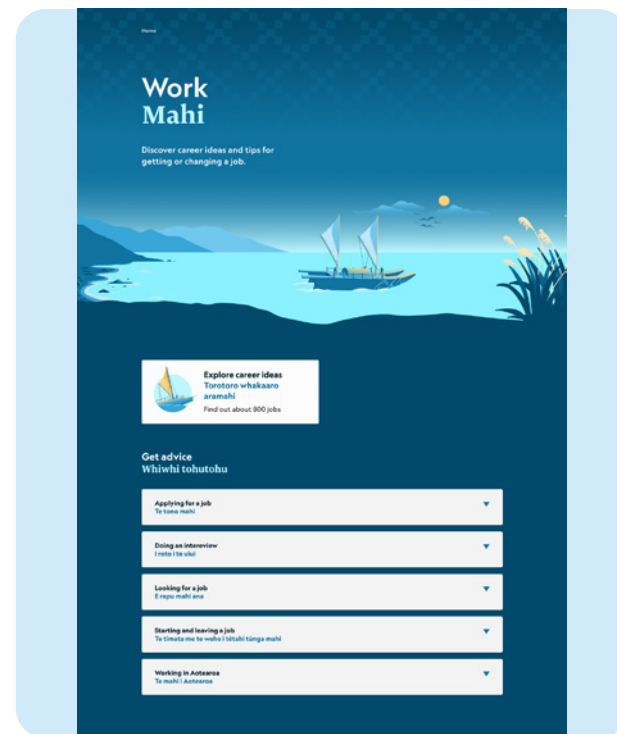
Discover career ideas and tips for getting or changing a job.

- ▶ There are many ways to explore Work Mahi information from the homepage.

- Click Explore 800+ career ideas.
- Click the Career ideas information area to view relevant content.
- Go to the left-hand navigation panel, click Work Mahi and click Explore career ideas.

Explore career ideas Torotoro huatau aramahi

- ▶ Explore detailed information about more than 800 career ideas by clicking the Explore career ideas button.
- ▶ Browse by category or use the search function.
- ▶ Read useful guides about how to look for and apply for jobs and information about working in Aotearoa New Zealand.

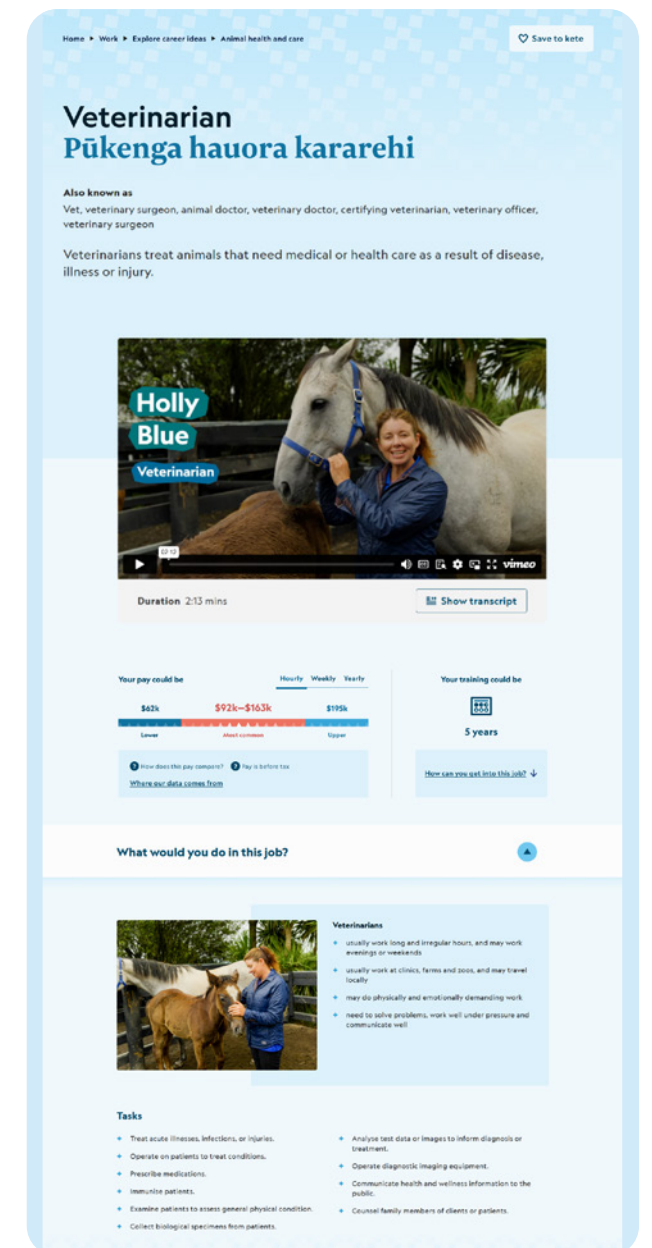


Career idea features

- ▶ A description of the career idea.
- ▶ An image or video about someone doing that job.
- ▶ The range of the pay.
- ▶ The time needed to train.

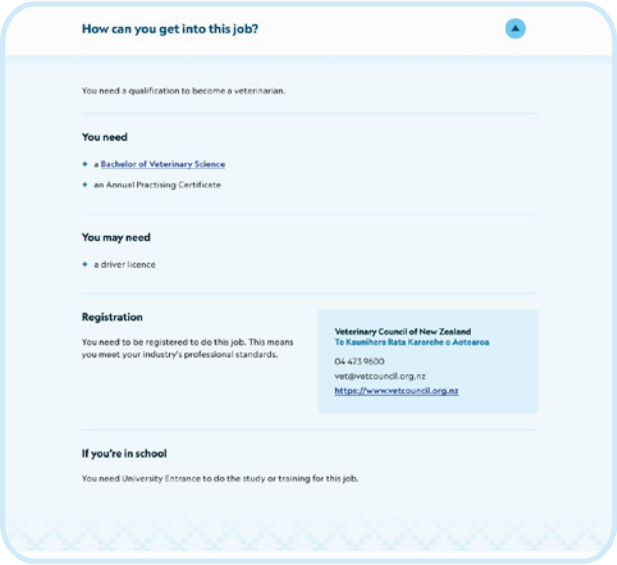
What would you do in this job? (click the accordion arrow)

- ▶ The hours you usually work.
- ▶ Where you may work, like an office or outdoors.
- ▶ The conditions you may work in, like dirty or dangerous.
- ▶ If the work is physically or emotionally demanding.
- ▶ What personal skills are useful.
- ▶ The tasks you might do.



How can you get into this job?
(click the accordion arrow)

- ▶ A summary of how you usually get into this job and if qualifications and experience are useful.
- ▶ What you definitely need, like a bachelor’s degree or a driver licence.
- ▶ What you may need, like experience or a First Aid Certificate.
- ▶ If you need to be registered.
- ▶ What NCEA levels may be useful if you’re in school.



What interests fit this job?
(click the accordion arrow)

- ▶ A summary of the types of interests that may fit this job.
- ▶ If you have completed the quiz, you can compare your quiz results with interests that fit this job.
- ▶ If you have not yet completed the Interest quiz there will be a link directing you to Do the quiz to find out how well your interests fit with this job.



Find a job

- ▶ Click the map or Find job opportunities button to find related jobs advertised on job vacancy websites.

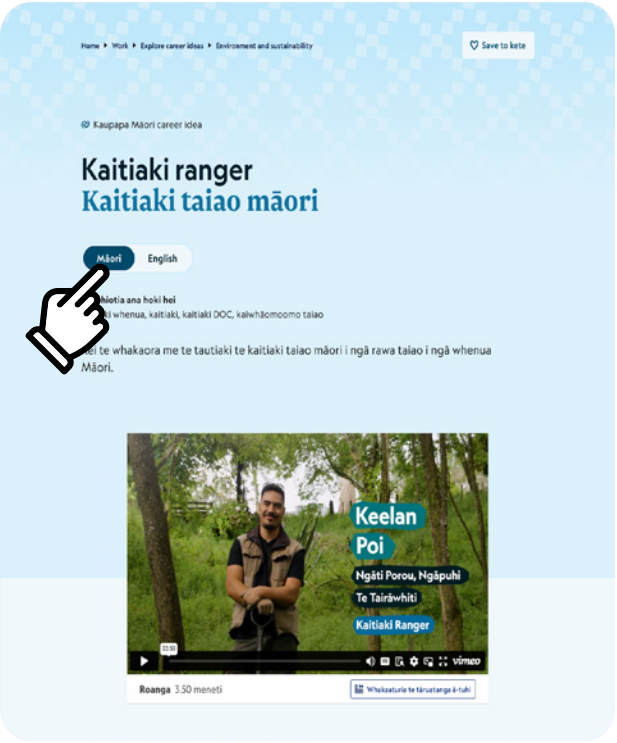
Other career ideas

- ▶ Select and explore related career ideas.



Kaupapa Māori career ideas
Ariā aramahi kaupapa Māori

- ▶ Kaupapa Māori career ideas feature unique te ao Māori kaupapa, a video about someone doing that job, and information about what you would do in the job and how you can get into it.
- ▶ The career idea information and video transcripts are in both te reo Māori and English, and you can toggle between languages.
- ▶ Kaupapa Māori career ideas can be found within the relevant career idea categories, identified with a kaupapa Māori career idea tag.
- ▶ For example, Kaitiaki ranger Kaitiaki taiao māori shows when you explore the Environment and sustainability category.
- ▶ When you view a kaupapa Māori career idea, other kaupapa Māori career ideas will show at the bottom of the page.





Guides
Ngā aratohu

- ▶ Looking for a job
 - How to look for a job
 - How to get work experience
 - Returning to work after a gap
 - Skills employers are looking for
- ▶ Applying for a job
 - How to write a CV (with examples and templates)
 - How to write a cover letter (with examples and templates)
 - How to create a video CV
 - How to create an online job profile
 - How to complete a job application form
 - Job application checklist
- ▶ Starting and leaving a job
 - Job offers and employment agreements
 - How to resign from a job
- ▶ Working in Aotearoa
 - Different ways of working
 - Being your own boss
 - Te Tiriti o Waitangi in work
 - Jobs in the future
 - Kaupapa Māori career ideas

[Home](#) ▶ [Work](#) ▶ [Looking for a job](#) [Save to kete](#)

How to get work experience

Me pēhea te whiwhi wheako mahi

Updated 08 Jul 2024

Find out how to get work experience to explore your career ideas.

Types of work experience

Ngā momo wheako mahi

If you're not sure what to study or what type of mahi you want to do, getting work experience can help you to find out. It's also a great way to meet people and gain skills that may get you a job.

Work experience could be:

- an internship at an organisation for a fixed time
- job shadowing a mentor by following them as they do their job
- working for a short time in a different job or project team in your own or another workplace
- volunteering with organisations like school committees, youth organisations, and environmental and cultural groups
- part-time or seasonal jobs that may lead to full-time work.

[Find an internship - New Zealand Internships](#)

[Find volunteering opportunities - Volunteering New Zealand](#)



Plan your future Whakamahere ā mua

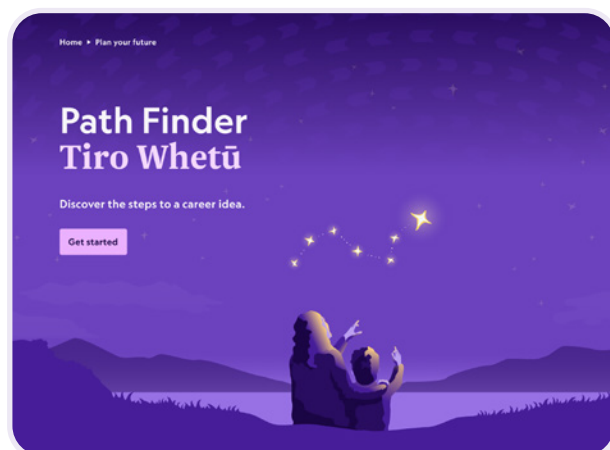
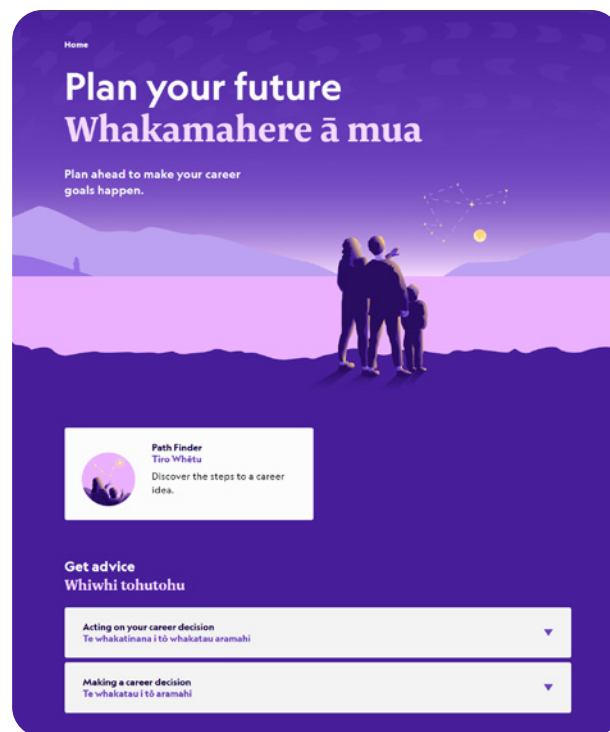
Discover career ideas and tips
for getting or changing a job.

Path Finder Tiro Whetū

Path Finder is an interactive tool that helps you discover how to get into the career idea you're interested in. It works backwards from your career idea to show you the possible pathways.

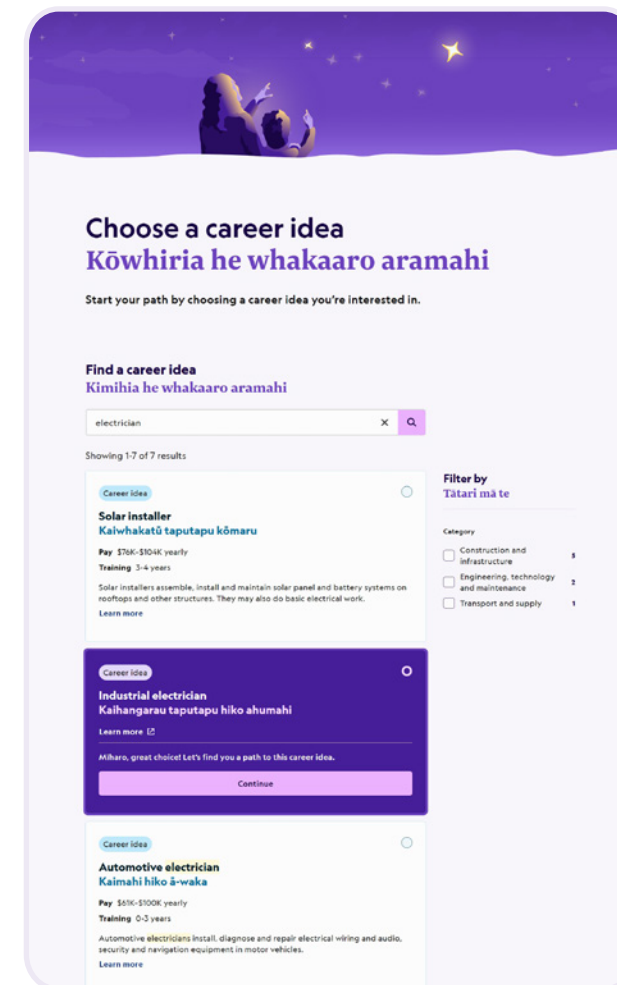
How Path Finder works

- ▶ Start with your career idea.
- ▶ Find out what study or training you may need.
- ▶ Discover entry options to get into the study and training if you're in school or out of school.
- ▶ Get a career path summary that you can save and share.
- ▶ You can see example paths on the Path Finder landing page.



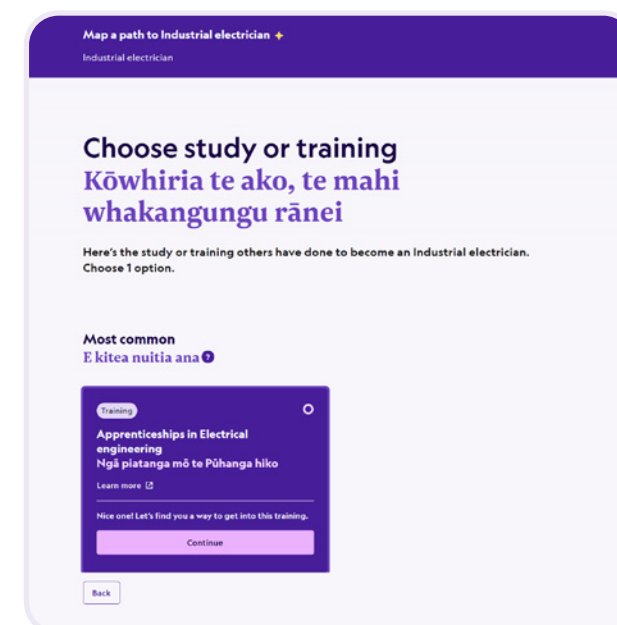
Choose a career idea

- ▶ You can search and explore more than 800 career ideas.
- ▶ Type your career idea into the search bar.
- ▶ For example, type in electrician.
 - You'll get a range of career ideas related to electrician.
 - Select the one that interests you most.
 - Click Continue to go to the Choose study or training page.



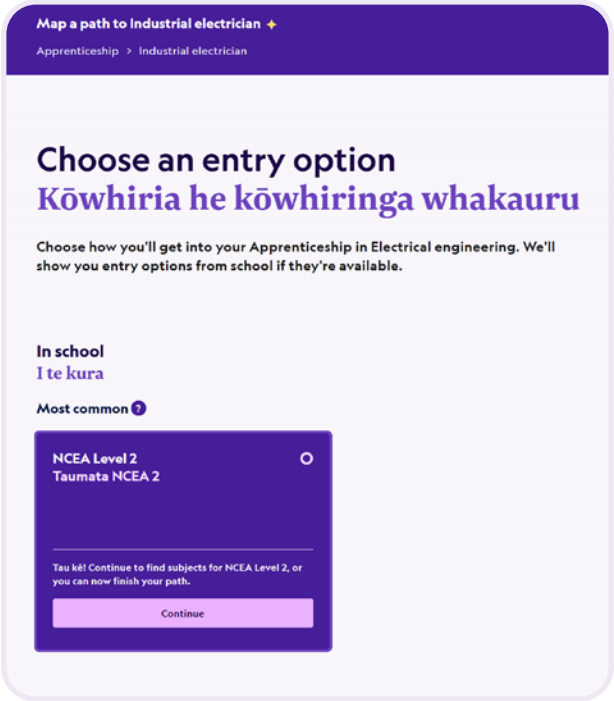
Choose study or training

- ▶ The most common study or training paths taken by people already working in that career show at the top of the page.
- ▶ Other study and training options are also shown. Select a study or training option that is best for you.
- ▶ Click Continue to go to the Choose an entry option page.



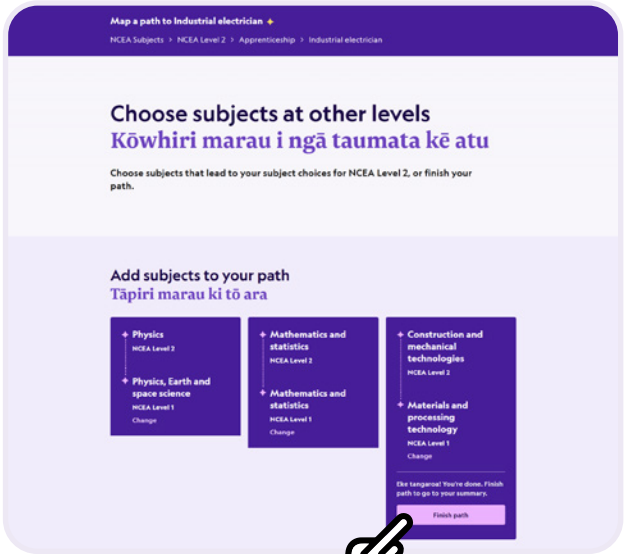
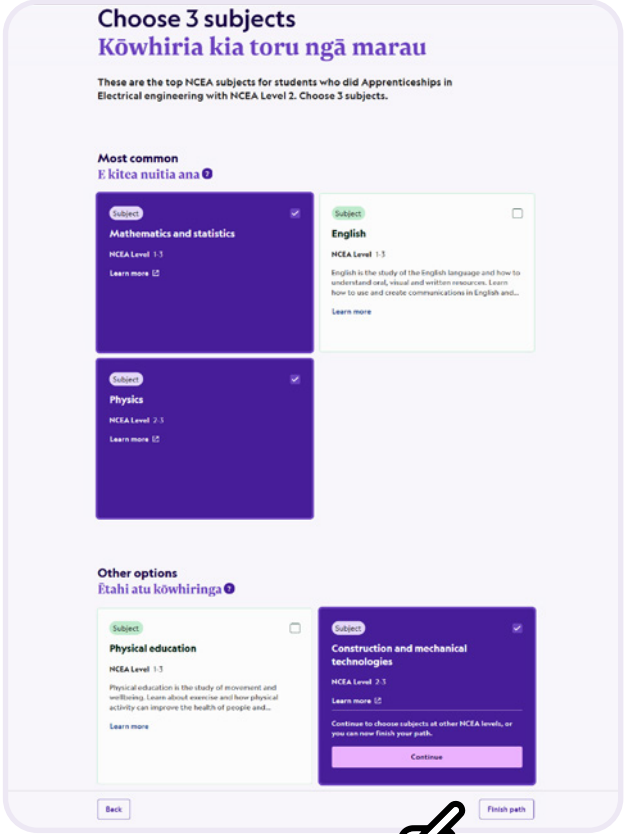
Choose an entry option

- ▶ Entry options show different ways to get into your chosen study or training. There are different options depending on if you're in school or out of school.
- ▶ Choose the entry option that is best for you.
- ▶ Click Continue to go to the Choose 3 subjects page.
- ▶ OR click Finish path at the bottom right to go straight to the Path summary page.



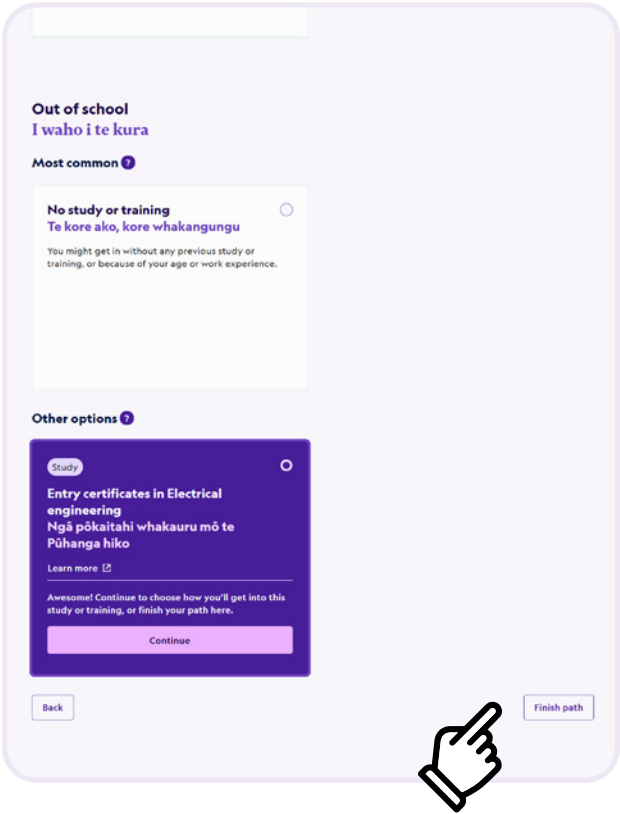
If you're in school

- ▶ You can add NCEA subjects to your path.
- ▶ Options include the most common NCEA subjects taken by students who have taken the same study or training.
- ▶ Choose 3 NCEA subjects.
- ▶ Click Continue to go to the Choose subjects at other levels page.
- ▶ OR click Finish path at the bottom right to go to your path summary.
- ▶ After choosing your 3 subjects, you can choose subjects at other levels and add them to your path. For example, if you select English, Mathematics and statistics, and Physics, you'll be asked to choose NCEA Level 1 subjects that lead to your Level 2 choices.
- ▶ Click Finish path at the bottom right to go to your path summary.



If you're out of school

- ▶ There will be other entry options to get into your chosen study or training like entry certificates, work-based training, or No study or training
- ▶ Choose the entry option that is best for you.
- ▶ Click Finish path at the bottom right to go to your Path summary page.



Path summary

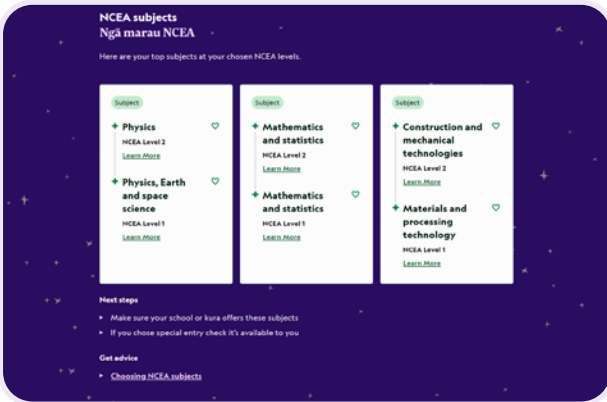
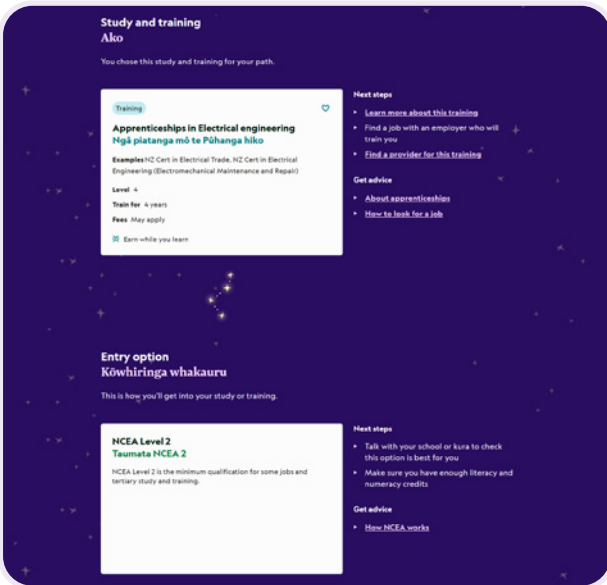
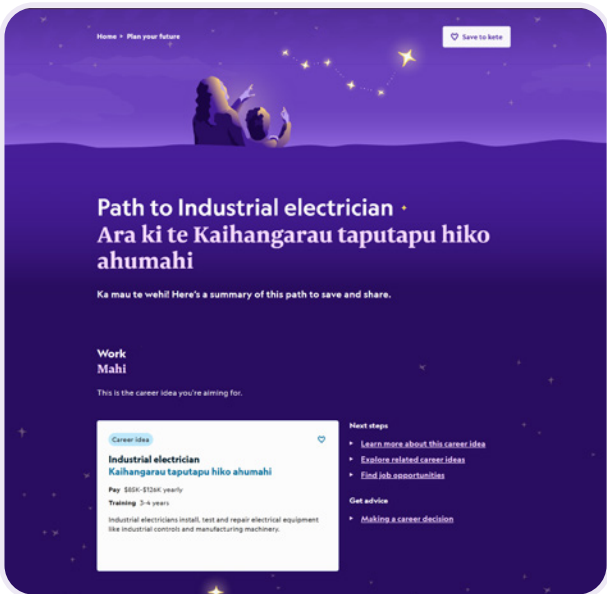
The path summary for your career idea includes a work description, pay details, the study and training type, time it takes and the fees, and ways to get into the entry option you chose.

For the electrician example, the Tahatū section summary shows:

- ▶ information about the career idea, pay details and length of study or training
- ▶ suggested next steps, like exploring related career ideas and finding job opportunities
- ▶ links to guides with advice on making a career decision.

The Study and training Ako summary shows:

- ▶ study or training information about the type of qualification, how long the study or training takes, and what fees may apply
- ▶ suggested next steps, including learning more about the training, finding an employer to train you, and finding a training provider
- ▶ links to guides with advice about your training type and how to look for a job.



The Entry option Kōwhiringa whakauru summary shows:

- ▶ the NCEA level you need for this mahi
- ▶ suggested next steps, like talking with your school or kura
- ▶ links to guides with advice about how NCEA works.

If you selected NCEA subjects, the NCEA subjects Ngā marau summary shows:

- ▶ a summary of all the NCEA subjects you chose for this path.
- ▶ suggested next steps, like checking your school offers these subjects
- ▶ links to guides with advice about choosing NCEA subjects.

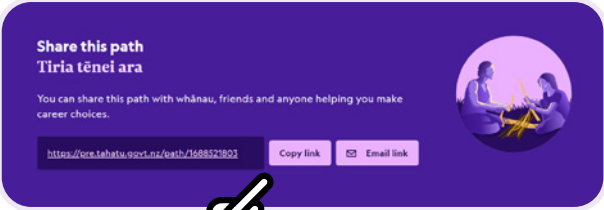
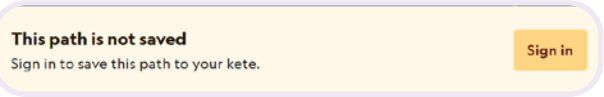
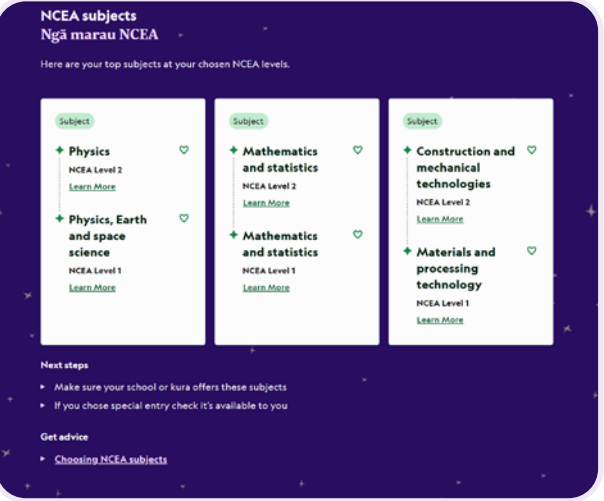
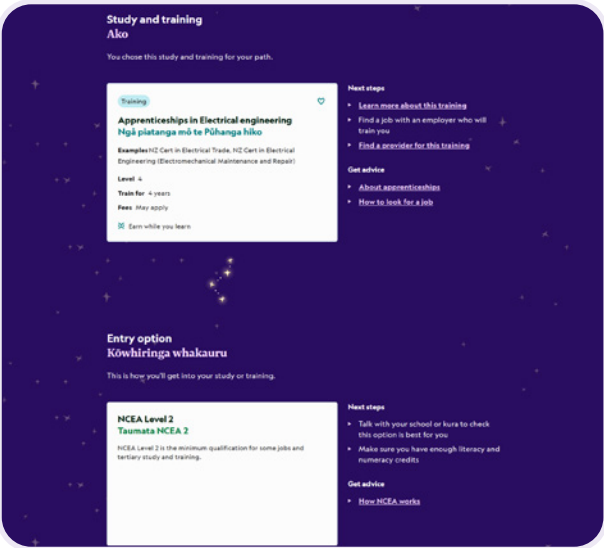
Save your path

You need to sign in with your Tahatū account to save a path into your kete.

Share your path

You can share your path with whānau, friends or anyone else supporting you on your career journey.

- ▶ Click Copy link.
- ▶ OR click Email link.

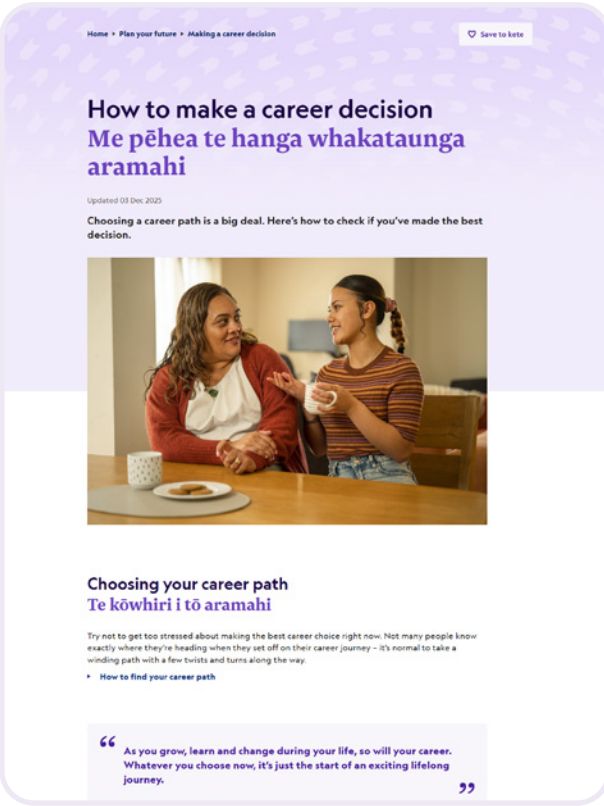
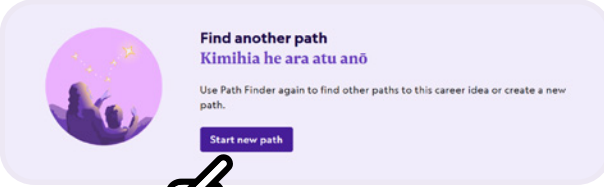


Find another path

You can complete Path Finder more than once and save more than one path. Try out and compare different combinations of study and training to find what’s best for you.

Guides
Ngā aratohu

- ▶ Making a career decision
 - How to make a career decision
 - Get help to make a career decision
 - How to choose study or training
- ▶ Acting on a career decision
 - Take action on your career decision
 - How to talk to study and training providers
 - How to talk to employers



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