

Career Malaga

STUDENT WORKBOOK



Tertiary Education
Commission
Te Amorangi Mātauranga Matua

 **tahatū**[®]
Career Navigator

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"Seek advice and find success."

My career

A career brings together all the experiences a person has over their lifetime: family life, friendships, culture, community activities, leisure choices, work and learning. These experiences shape a person's values and help them gain new skills.

Community

A personal contribution to the community, eg, volunteering at a non-profit organisation or church.

Cultural and spiritual activities

These can help you understand the different ways people think, work, play and relate.

Interests

Things you enjoy spending time and energy on, eg, sport, music, science, reading and animals.

Learning

Any formal or informal learning opportunities, eg, school, music lessons and coaching.

Life roles

Roles that change over the course of your life, eg, child, parent, caregiver and worker.

Paid work

Part-time, full-time, permanent, self-employed, casual or contract work.

Work experience

Working without pay to gain experience in a certain area.

My journey

Got a goal? This workbook sets out steps to help you plan your career journey.

1. Learn from others

What path has someone else in your family taken? What do you admire in other people?

Do this in: *Their path, My hero*

2. Know yourself

Think about your strengths, interests, cultural identity and what motivates you.

Do this in: *My shield, My personal qualities, My interests*

3. Explore your interests

Think about what you might enjoy doing for a job.

Do this in: *My dream jobs, My favourite job*

4. Make things happen

Work out what you're doing now, then the hard bit – what you need to do next.

Do this in: *My time, My choices, My future*

5. Stay on track

Keep an eye on your goals. Talk it over with your school career adviser, teacher, mentor, youth leader, friends and family.

Do this in: *My plan, Our plan*

6. Inspiring stories

You can explore over 200 career idea videos featuring real-life success stories.

Do this at: tahatu.govt.nz/work/explore-career-ideas

Their path

Older people hold the knowledge and history of a family. Their wisdom and experience could bring a new perspective to your journey. Interview one of your older family members for this journey guide.

The paths they walked

What are some of the things they are proud of having achieved?

The seas they crossed

What did they have to do to get the skills they needed?

The hills they climbed

What have they overcome to get where they are?

My hero

Values to live by

1. Think of someone you look up to or admire. This person could be famous, someone in your family, or a friend.
.....
2. What values, beliefs and ideals does this person live by that you most admire and respect? Write some words below that describe the best things about them.
3. Why do these values make this person so awesome?
.....

My personal qualities

Personal qualities are what makes up your personality.
Highlight the ones that best describe you.

Adaptable	Flexible	Outgoing
Ambitious	Friendly	Patient
Calm	Funny	Polite
Careful	Generous	Practical
Caring	Gentle	Punctual
Confident	Hard working	Reliable
Considerate	Honest	Responsible
Cooperative	Humility	Self-reliant
Creative	Innovative	Sensible
Dependable	Kind	Sensitive
Determined	Logical	Serious
Efficient	Loyal	Sociable
Energetic	Observant	Tolerant
Enthusiastic	Organised	Trustworthy

Now think of some times you've shown these qualities.

My personal qualities

How I've shown these qualities

My shield

Positives in my life

On the shield, draw or write the following, one in each section of the shield:

- Symbols and celebrations of your cultural identity
- Important people in your life
- Three people you most admire. Why?
- A happy or proud moment in your life.

My world

Research will help you explore career options, find a suitable study or training course, apply for a particular job, or find an employer right for you.

Read

Explore websites and research tertiary providers, career and industry organisations, recruitment agencies and potential employers.

Look online for videos on job hunting and specific jobs.

Talk

Talk to people already doing the job or course you're interested in.

Ring possible employers and ask what they look for in when hiring new people.

Family members, caregivers, teachers, career advisers and others can help you find courses or jobs that suit your strengths and interests.

Go

Visit the training organisation. Meet the tutors and have a look at the facilities.

Visit career expos or job fairs to find out more about different career options.

Visit a workplace that interests you and ask to have a look around.

Do

Get involved in related voluntary work, work experience schemes, or interesting projects or activities at your workplace.



For more information visit Tahatū

Watch videos of different jobs: tahatu.govt.nz/work/explore-career-ideas
Explore study and training options: tahatu.govt.nz/study-and-training
Learn how to apply for a job: tahatu.govt.nz/work/applying-for-a-job

My interests

Think about activities that interest you at school, at work or in your free time, as well as jobs you may have read or heard about.

Tick the box that best describes your interest in each of the job industries below. Example jobs are given for each industry, or you can check out the Work Mahi section of Tahatū Career Navigator to explore more career ideas.

Industry Jobs	No	Not really	Don't know	Kind of	Yes
Animal health and care Veterinary assistant, animal care attendant, veterinarian, zoologist	<input type="radio"/>				
Arts, media and design Journalist, advertising manager, audio visual technician, musician, film and video editor	<input type="radio"/>				
Business General manager, human resources adviser, purchasing/supply officer, personal assistant	<input type="radio"/>				
Construction and infrastructure Architect, builder, forklift operator, building inspector, line mechanic	<input type="radio"/>				
Community and education Teacher, librarian, social worker, teacher aide, tertiary lecturer, diver, sports coach, sportsperson	<input type="radio"/>				
Engineering, technology and maintenance Civil engineer, automotive electrician, chemical engineer, robotics engineer, marine engineer	<input type="radio"/>				
Farming, fishing, forestry and mining Ranger, arborist, driller, fishery officer, landscaper, forest manager	<input type="radio"/>				

My interests

Industry Jobs	No	Not really	Don't know	Kind of	Yes
Accounting and finance Accountant and auditor, finance analyst, accounts officer, fraud investigator, banking services representative, banking assistant	<input type="radio"/>				
Government, law and safety Lawyer, mayor, police officer, compliance manager, customs officer	<input type="radio"/>				
Health Paramedic, counsellor, dentist, audiologist, radiation oncologist, support worker	<input type="radio"/>				
Sales, hospitality and tourism Auctioneer, chef, customer service representative, flight attendant, hotel manager, hairdresser and barber, massage therapist, tattoo artist	<input type="radio"/>				
Information technology Programmer, software architect, web developer, test analyst	<input type="radio"/>				
Factories and manufacturing Die caster, cabinet maker, sheet metal worker, plastic fabricators, boat builder, purchasing officer, diesel mechanic	<input type="radio"/>				
Science Biotechnologist, forensic scientist, geologist, microbiologist, environmental scientist, chemist	<input type="radio"/>				
Transport and supply Aeroplane pilot, ship's master, truck driver, courier, traffic controller, driving instructor	<input type="radio"/>				

My dream jobs

Jobs I'd love

From the job industries you ticked as very interested or interested, pick your three favourites.

1. Industry:

Jobs:

2. Industry:

Jobs:

3. Industry:

Jobs:

Jobs I'd rather NOT!

From the job industries you ticked as not interested, write below why you wouldn't want to do them.



To learn more about career ideas that you would be interested in complete the Interest quiz on Tahatū.
tahatu.govt.nz/get-inspired/interest-quiz

My favourite job

If I was a

Things I would do

Hours I might work

Places I would work at

Clothes I might wear

Equipment I might use

People I would work with

To be employed as a

This kind of experience would be useful

I'd need to get these qualifications

I should develop these skills/abilities

I must do well in these subjects

My time

Look at how you spend your time now.
How could you organise it better?

There are 168 hours in a week (24 hours x 7 days). In the table, work out how many hours you spend on each task in a typical week. Then in the graph below, draw bars to show this information.

Task	Hours
After-school job	
Chores	
Community, church, cultural activities	
Daily routine, eg, shower, meals, travel	
Hobbies, eg, sport, gaming, music	
Leisure, eg, hanging out with friends	
School, including homework	
Sleep	
Total	168

Now make a bar graph of your hours, to see your week at a glance.

My week

After-school job	
Chores	
Community	
Daily routine	
Hobbies	
Leisure	
School	
Sleep	

Time in hours 0 10 20 30 40 50 60 70 80 90 100

My choices

Now you've spent time getting to know yourself and discovering different opportunities, you're on the way to making a good decision.

Remember, this doesn't have to be forever, just do what's right for now. You'll probably make new career decisions throughout your life as you change your mind, change your plans, and grow as a person.

1. So, what is the next decision I need to make?
Eg, I need to decide which course to take next year.

2. What are the options I'm trying to choose between? Eg, doing an engineering degree or starting a horticulture apprenticeship.

3. Which options fits my skills, values, interests and lifestyle? Talk things over with people who know you, who have had similar experiences or made similar decisions.

4. Now imagine you've picked one of your options. Ask yourself, how do I feel about my decision? Am I excited, uneasy, happy, sad, relieved? How will others respond to my decision?

5. Now imagine you've picked one of your other options and ask yourself the same questions.

6. Looking at the information you've gathered and the thinking you've done, confidently choose one of your options.

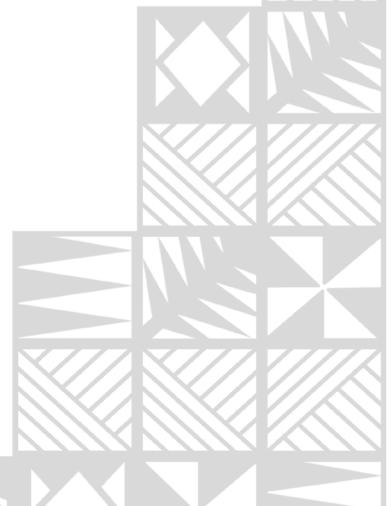
My future

Write down your goals, one step at a time, starting at the bottom. Make your goals SMART goals: specific, measurable, achievable, realistic and time-bound.

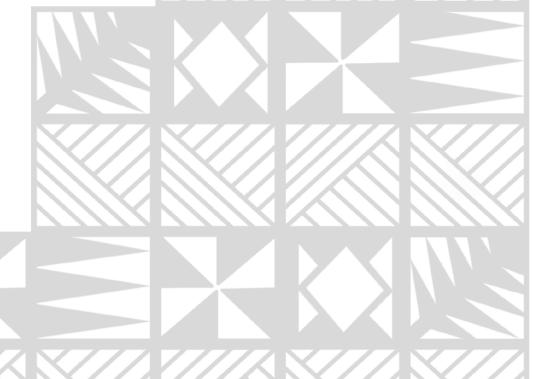
My long-term goal



Halfway there!



Short-term goal



First step



For more information visit:
[tahatu.govt.nz/plan-your-future/acting-on-your-career-decision/
take-action-on-your-career-decision](http://tahatu.govt.nz/plan-your-future/acting-on-your-career-decision/take-action-on-your-career-decision)

My plan

Record your goals, and how and when you plan to reach them.

What?

My dreams and goals

By when

What if?

Challenges

By when

How?

Action steps

By when

Who?

Who will help you? This could be a family member, career adviser, teacher, dean, mentor or church leader

By when

Our plan

Parents are there to encourage you along your career journey. Record your goals and how you plan to reach them together.

What?

My dreams and goals

By when

What if?

Challenges

By when

How?

Action steps

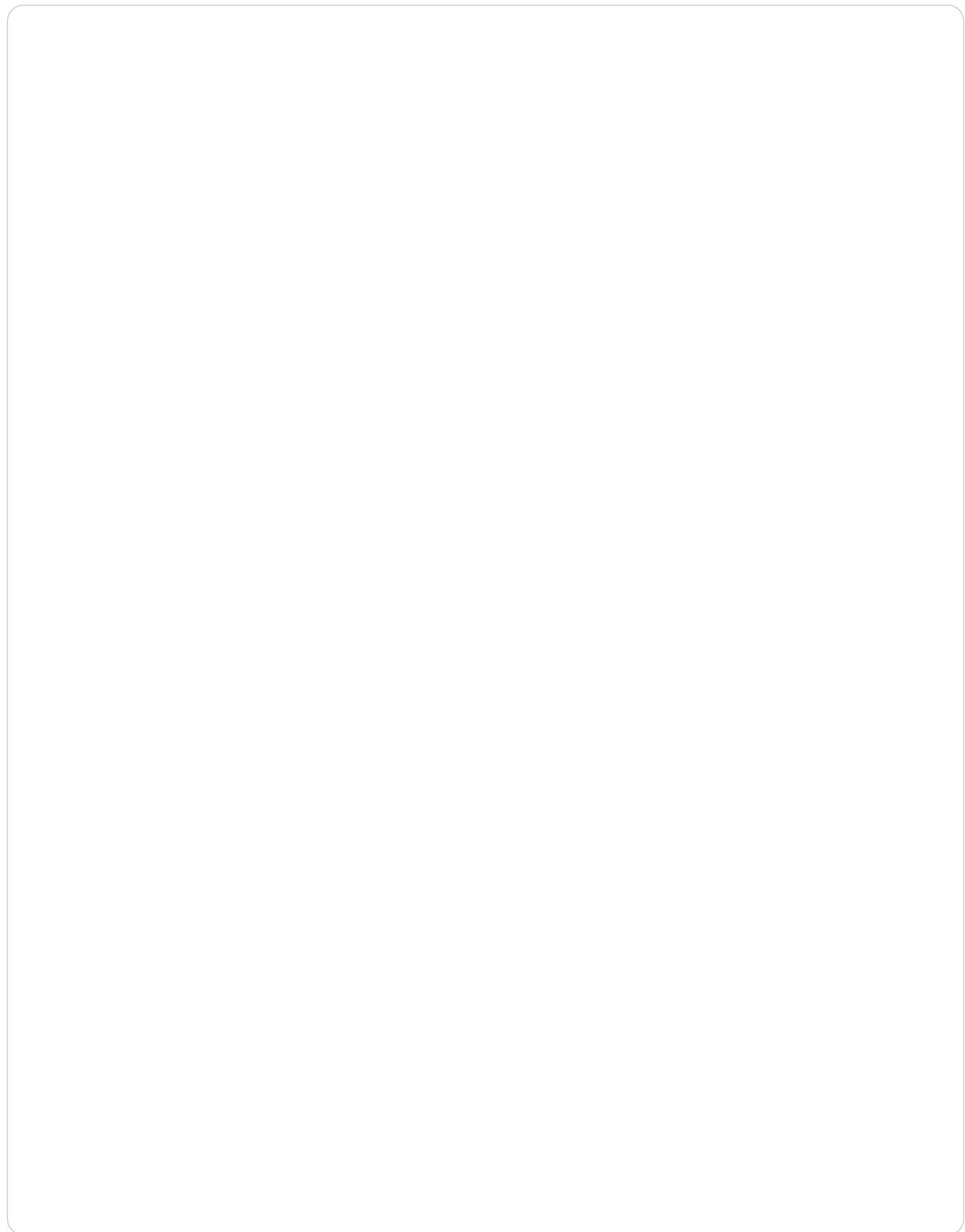
By when

Who?

Who will help you? This could be a family member, career adviser, teacher, dean, mentor or church leader

By when

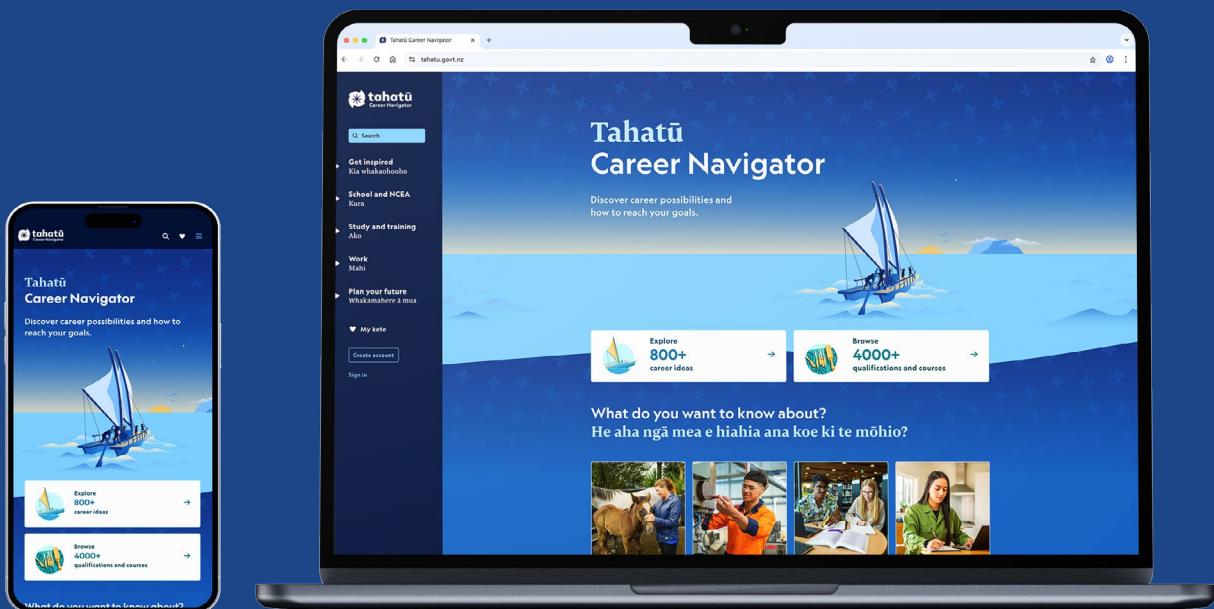
My notes

A large, empty rectangular area with rounded corners, intended for the student to write their notes.

Take action

Navigate your career journey

Visit tahatu.govt.nz for more information on how to reach your career goals.



Discover career ideas

Get inspired by hundreds of career ideas and job videos.

Browse qualifications and courses

Find study and training options for possible careers.

Explore tools

Do the Interest quiz and find suitable work areas.

Get advice

Use our guides for tips on finding work, including CV templates.



Congratulations, you've now completed the Career Malaga student workbook

Keep it up to date and use it throughout your career journey. Good luck with your career planning.

English

Published by the Tertiary Education Commission

PO Box 27-048, Wellington 6141

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CS 113/07/18
ISBN 978-0-473-36882-1