**Career Planning Worksheet – MyFuture Website**

MyFuture, all your Career Planning, Occupation and Labour Market information on the one website!

The objective of this worksheet is to:

1. Complete the Self Assessment activity
2. Identify jobs that match your personality, skills, interests and abilities
3. Research those jobs identified above on the occupations finder
4. Find programs/courses required to achieve your preferred jobs
5. Make informed decisions using this one website to plan your future career

**Step 1 - MyGuide – Self Assessment Activity**

On this website you will find a very comprehensive and free self assessment activity. To register you will need a username and email address.

* Open My Future [www.myfuture.edu.au](http://www.myfuture.edu.au/)
* Click on **‘MyGuide’**
* Register and complete the Self Assessment

**Step 2 - The Facts – Occupations Finder**

After you have completed the self assessment process you will be able to investigate occupations that match your profile and shortlist these jobs. To do this, starting on the MyFuture Homepage:

* Click on **'The Facts'**
* Under the heading 'Work and Employment' click on **'Occupations'**
* Click on **'Browse Alphabetically'** for **accountant** (the job title identified during MyGuide)

This will bring you up to the **National Information** which will outline the following:

* Duties and Tasks
* Specialisations
* Quick Facts
* Work Conditions
* Personal Requirements
* Related Industries
* Labour Market
* Related Jobs
* Earnings
* Related Courses
* Further Information
* State Specific Information

Carefully scroll down reading this information at the bottom of the page you will find State Specific Information.  Under the **State Specific Information** you will find information on:

* Education/Training
* Related Courses
* Employment Opportunities
* Labour Market
* Earnings
* Further Information

**Step 3 – Short Listing Occupations**

* Repeat Step 2 above with all your occupations placing each into a ‘Yes’, ‘No’, ‘Maybe’ category.
* Review your ‘Maybe’ category and further filter into a ‘Yes’ or ‘No’ category
* Further reduce your occupations placing into a first, second, third preference
* Review Labour Market Information for employability of this career pathway
* Review Salary and Demand for this job

**Step 4 – Program of Study**

* With your preferred pathway identify and research available programs that offer qualifications to work in your chosen pathway
* Compare and review universities, programs and courses

**Step 5 – Action Planning**

* Using all of the information on the MyFuture Website make an informed decision as to which pathway is best for you
* Discuss your Career Plan with a UniSA Career Adviser as necessary