

# Contents

<b>Section 1:</b>  Career Planning and Research	<b>Career Awareness</b>	<b>1</b>
	Exercise: Choosing a Career?	1
	Exercise: Career Timelines	2
	Exercise: The High Five Principles	6
	<b>Dreams and Ambitions</b>	<b>10</b>
	Exercise: My Past Dreams	11
	Exercise: Inspiring Ways of Being	12
	Exercise: What Inspires Me	14
	Exercise: Carpe Diem	15
	Exercise: My Talents	16
	Exercise: Find what you love	17
	<b>Career Research</b>	<b>18</b>
	Exercise: What is that job really like?	18
	Exercise: Will that course suit me?	21
Exercise - Company Research	24	
<b>Careers Fair</b>	<b>28</b>	
Exercise: Careers Fair Planner and Checklist	29	
Exercise: Exhibition Visit Report	30	
<b>College Open Days – Third Level</b>	<b>31</b>	
Exercise: Talking the Talk	32	
Exercise: Open Day Plan	34	
Exercise: College Visit Evaluations	36	
<b>Section 2:</b>  Self Assessment	<b>Personal and Career Values</b>	<b>38</b>
	Exercise: Jobs and Values	38
	Exercise: What do you value?	40
	Exercise: Values and Career Choices	42
	<b>Personality</b>	<b>43</b>
	Exercise: Personality Test	44
	Exercise: My Personality	56
	Exercise: My Personality Mind Map	57
	<b>Career Interests</b>	<b>58</b>
	Exercise: What would I like to do?	59
	Exercise: Career Interest Test	63
	Exercise: Occupations and Career Interests:	65
	Exercise: Class Interests Profile	66
	Exercise: My Career Interests	75
	<b>Aptitudes &amp; Intelligences</b>	<b>76</b>
	Exercise: My Aptitudes	77
	Exercise: My Aptitudes – What I Learnt	81
	Exercise: Multiple Intelligence Test	83
	Exercise: My Intelligences	90
	<b>Career Skills</b>	<b>91</b>
	Exercise: Skills for the Job	91
Exercise: Career Skills Self-Assessment	96	
Exercise: Career Skills Summary and Action Plan	98	
<b>Enterprise Skills</b>	<b>99</b>	
Exercise: Enterprise Skills Self Assessment	100	
Exercise: Enterprise Skills Action Plan	102	
Exercise: Who wants to be an Entrepreneur?	103	

	<b>Personal Statement</b>	<b>105</b>
	Exercise: Personal Statement Preparation	107
	Exercise: My Personal Statement	111
<b>Section 3:</b>  Study Performance	<b>Learning Styles</b>	<b>114</b>
	Exercise: Learning Style Test	115
	Exercise: Learning Strengths	119
	<b>Learning Skills</b>	<b>120</b>
	Exercise: Setting and Resetting Targets	121
	Exercise: Study Skills & Study Behaviour	122
	Exercise: Study Behaviour Action Planner	130
<b>Section 4:</b>  World of Education	<b>Subject Choice for Leaving Cert</b>	<b>132</b>
	Exercise: Useful Subjects for Career Sectors	134
	<b>Minimum Requirements</b>	<b>136</b>
	Exercise: Minimum Requirements [CAO / HETAC]	138
	<b>Qualifications and Levels</b>	<b>140</b>
	Exercise: Qualifications and Jobs	142
	<b>Money Matters</b>	<b>143</b>
	Exercise – Calculating College Costs	144
	<b>CAO Choices</b>	<b>146</b>
	Exercise: #1. Preparation	146
	Exercise: #2. Consider All Factors	150
	Exercise: #3. Research	154
	Exercise: #4. Results	155
	<b>Post Leaving Certificate Choices</b>	<b>156</b>
	Exercise – PLC Courses	156
	Exercise: #1. Preparation	157
	Exercise: #2. Consider All Factors	160
Exercise: #3. Research	162	
<b>FETAC Progression Routes</b>	<b>164</b>	
Exercise – Choosing a FETAC course with Higher Education Links	164	
Exercise – Finding CAO courses linked to specific FETAC Awards	165	
Exercise – FETAC Progression Routes	166	
	<b>Course Investigation</b>	<b>167</b>
<b>Section 5:</b>  World of Work	<b>The World of Work</b>	<b>169</b>
	Exercise: Not a lot to ask?	169
	Exercise: Why do people work?	170
	Exercise: Future Generations	172
	<b>Career Sectors</b>	<b>174</b>
	Exercise: Career Sectors	175
	Exercise: Sector Investigation	178
	<b>Career Investigation</b>	<b>180</b>
	<b>Work Experience</b>	<b>182</b>
	<b>Curriculum Vitae</b>	<b>183</b>
	Exercise: Who would you Hire?	186
	Sample CVs	188
	Exercise: MY CV	191
	<b>My Career Profile</b>	<b>194</b>
<b>Careers Log</b>	<b>198</b>	
<b>Visiting Speakers</b>	<b>201</b>	