

Career investigation checklist

Getting down to business.

Career action planning is going to take some time and use a set of skills which include:

- Researching
- Analysing
- Decision making

Use this checklist to get your short list of careers that interest you and make sure you've got all the information you need to help you reach a decision.

For each option you are considering use this checklist to make sure you have all the relevant information to support your decision.

Option:

Find out about	the information you need
how to get into this career	Here are some of the main ways. Remember, some careers have more than one method or level of entry <ul style="list-style-type: none">• Apply for a vacancy and train on the job• Apply for a training place like Skillseekers• Apply for a modern apprenticeship• Go to college full time• Go to university full time
the subjects you need to get in	Check that you are doing the subjects necessary
the qualifications you need to get in	<ul style="list-style-type: none">• Qualifications from school (S grades, Intermediate 1 or 2, Highers)• college (National Certificate, National Qualification, Higher National Certificate, Higher National Diploma)• university (degree, post graduate course) Check in case there are different levels of qualification for each level of entry
the skills you need to do this job	<ul style="list-style-type: none">• work related skills like dealing with the public• soft skills such as communication Do you have them now? How can you learn them?
the personal qualities the job needs	The kind of person most suited to this type of work.
why you think you would like this career	How well this sort of career meets your needs.
why you think this job would suit you	How well this type of work fits in with your values and ambitions.