



Career Builder^{Plus}



A Career Solutions career exploration tool.

Career Solutions

Commenced 5 February 2004 : Printed 20 February 2004
for

Claire SAMPLE

Age: 44 Sex: Female

Reason for Career Decision : Career Development Planning
: Injury/Illness/Rehabilitation

Type of Work Preferred : Full time employment
: Part time/casual employment

INJURY/ILLNESS DETAILS

Date of Injury/Illness : 2003 August

Length of Time off Work : 6 months

Site/s of Injury/Illness : Back

Major Symptom/s : Pain
: Limited Movement

Injury/Illness Restrictions : Bending
: Lifting

EDUCATION and TRAINING

Current Study/Training

None

Previous Study/Qualifications

Secretarial College : 1976

(School Performance at approximately 15/16 years of age)

English : Average to slightly above average

Science : Average to slightly below average

Social Studies (SOS/History/Geog.) : Average to slightly above average

Mathematics : Below average

★ *Favourites* *Disliked*

Favourite Elective/Option Subjects

Art/Craft : ★

Home Economics : ★

Future Study/Training

Open to possibilities, no clear plans at present.

WORK HISTORY

Current Work : Not Specified

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<i>Job/Occupation</i>	<i>Satisfaction</i> (rate out of 10)	<i>Total</i> <i>Years/Months</i>	<i>Supervisory</i> <i>Years/Months</i>
Shop Assistant	/10 : Part time	12 / 0	0 / 0
Word Processing Operator	/10 : Full time	4 / 0	0 / 0
Receptionist	/10 : Full time	0 / 6	0 / 0

Job Satisfaction Summary

Likes (list what you like/dislike most about your current/previous work) *Dislikes*

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PERSONAL CHARACTERISTICS

- Drive Level** : Moderate *
- General Health** : Satisfactory #
- Stress Coping** : Poor +
- Self Esteem** : Poor ‡

* You may wish to explore some strategies to increase your work drive/level of motivation.
 # You may wish to explore some general health improvement strategies.
 + You may wish to explore some stress management strategies.
 ‡ You may wish to explore some self esteem development strategies.

VALUES

- Most Important Values : * **Working with people**
 : **Job security**
 : * **Helping people**
 : **Variety**

* Your "Values" pattern suggests a desire for career paths involving helping others or working with people.

PERSONAL CIRCUMSTANCES

- Work Condition Preferences** : No needles, blood or surgery
- : No working with heights
- : No heavy physical work
- : No sitting at a desk all day
- : Not too much travel away from home
- : No shift work/night work/odd hours
- Physical/Medical Considerations** : Ongoing back problems
- : Regular asthma attacks
- : Skin allergies or reactions
- Career Planning Considerations** : Financial considerations
- : Parenting/child care
- : Geographic location/relocation

COMMITMENTS

Financial obligations	: High
Time with Family	: High
Time spent with friends/social activities	: Low
Time spent on study/leisure/hobbies/sport	: Moderate
Time spent on health/well being/spiritual activities	: Low
Number of Children/Dependants at Home	: 2
Age of Children/Dependants at Home	: 24
	: 18

WORK SKILLS

(Claire's Self Estimates)

√ *Highest rated Work Skills*

★ *Likes* ☒ *Dislikes*

Keen to develop these skills further

Practical/Creative Skills

Detailed work/concentration	: Average to slightly below average
Eye/hand co-ordination/hand skills	: Average to slightly above average
Solving practical problems	: Average to slightly above average
Physical strength/endurance	: Below average
Using tools/utensils/equipment	: Average to slightly above average
Creating/innovating	: ★Average to slightly below average

Organising/Thinking Skills

#Organising/planning	: ★Average to slightly below average
Reading/following written manuals	: Average to slightly below average
#Computing/IT/word processing	: ★Average to slightly above average
Strategic thinking/complex reasoning	: Below average
Clerical/administration/secretarial	: Average to slightly above average
Number work/maths/finance	: ☒Below average
Writing reports/letters	: Average to slightly below average

People Skills

Helping people	: ★Average to slightly above average
Leadership/managing/supervising	: Average to slightly below average
Motivating/training/instructing	: Average to slightly below average
Influencing/marketing/selling	: Average to slightly below average
Self marketing	: ☒Below average

English/Arithmetic Skills

English Spoken	: Average to slightly above average
English Written	: Average to slightly above average
Arithmetic . . . No calculator	: ☒Below average
Arithmetic . . . With calculator	: ☒Below average

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Career Exploration Level : TAFE/Vocational Training (skilled and practical)

INDUSTRIES

(likely compatible options in alphabetic order)

TAFE/Vocational Training (skilled and practical) Career Exploration Level

- | | |
|-----------------------------------|---------------------------------|
| *Animal Care & Training | *Child Care |
| *Clerical/Administrative | *Community Services/Welfare |
| *Cooking/Food Preparation | *Crafts |
| Customer Service/Public Relations | *Education/Teaching/Training |
| Health/Medical/Occ. Health | Human Resources/Personnel |
| Information Technology/Computing | International Trade Relations |
| *Languages | Libraries/Museums/Art Galleries |
| Management | Personal Services |
| *Secretarial/Word Processing | Social Science |
| *Tourism | |

** Claire's Selected Industries*

Draw lines to link together any Selected Industries which have common themes.

CAREER CLUSTERS

(related to Industry selections)

TAFE/Vocational Training (skilled and practical) Career Exploration Level

- | | |
|--|---|
| Accountants/Bookkeepers/Auditors | Aged or Disability Care Workers/Carers |
| Animal Trainers/Carers (including Horse related) | Bank/Financial Institution Workers |
| Bus/Tram Drivers | *Caterers |
| Chefs/Cooks/Bakers/Confectioners | Child Care Co-ordinators |
| *Child Care Workers/Nannies | Clerks/Administrators |
| Community Health/Health Promotion Workers | Counsellors (general and specialised) |
| Court/Hansard Reporters | *Craftspersons |
| Customer Service Officers | Data Entry/Processing Operators |
| Desktop Publishing Operators | Employment/Recruitment/Personnel Clerks |
| Farmers/Agribusiness/Agric. Managers | Food Manufacturers/Tradespersons (Other) |
| Food Trades Assistants | *Goods Inwards/Outwards/Import-Export Clerks |
| Inspectors/Examiners | Insurance Officers/Clerks |
| *Interpreters/Translators/Linguists | *Interviewers |
| Jewellers/Gem Tradespersons | Kitchenhands |
| Lecturers - Vocational/Technical Education | Meat Tradespersons |
| Money Market Dealers/Traders/Stockbrokers | Office Administrators/Managers/Coordinators |
| Parole/Probation Officers | Picture Framers |
| Porters/Concierge/Door Persons/Ushers | Post Office Administrators |
| Quantity Surveyors | *Receptionists/Inquiry Officers |
| Refuge/Hostel Care Workers/Carers | Secretaries, Executive/Personal/Office Assistants |
| Social Workers | Storepersons/Transport Workers |
| *Teachers' Aides/Cultural Liaison Officers | Teachers/Instructors/Tutors (Private) |
| Telephonists/Telphone Operators | Ticketing/Travel Customer Service Officers |
| Training & Development Officers/Trainers | *Travel Agents/Travel Organisers/Guides |
| Travel/Tourist Officers/Agents/Attendants | Veterinary Nurses |
| Welfare/Community Workers | *Word Processing Operators |
| Youth/Family/Residential Care Support Workers | |

** Claire's Selected Career Clusters*

OCCUPATIONS

(related to Career Cluster selections)

TAFE/Vocational Training (skilled and practical) Career Exploration Level

- | | |
|---|---|
| <ul style="list-style-type: none"> *Calligrapher{abcdef} *Child Care Worker{cehij} *Cultural Education/Liaison Worker{bi} Family Day Care Worker{cehij} Goods Inwards/Outwards Clerk{bck} *Inquiry Officer{bc} *Interviewer{bi} Nanny/Babysitter{ceghij} Pre-School/Child Care Aide{ij} School Integration Aide{bgi} Teachers' Aide{bgi} Tourist Information Officer{bchi} *Word Processing Operator{abdf} | <ul style="list-style-type: none"> *Caterer{cegh} Craftsperson (Other){ce} Engraver{cef} Glass Blower/Glass Engraver{e} Import-Export Clerk/Officer{bckl} *Interpreter/Translator{abcdh} Leadlighter{e} Potter/Ceramics Craftsperson{e} *Receptionist/Inquiry Officer{bc} Sewing/Knitting Craftsperson{bcef} *Tour Guide{bchim} Travel Agent/Travel Organiser{bckn} |
|---|---|

** Claire's Selected Occupations*

Occupation Specific Notes

(check for possible inconsistencies between your Selected Occupations and your skills/preferences)

- {a High performance in English is usually required.
- {b Good skills at reading/following manuals is usually required.
- {c Good organisational skills usually required.
- {d Good report and letter writing skills usually required.
- {e Good innovating/creating skills usually required.
- {f However, you indicated a dislike for sitting at a desk.
- {g Good supervisory/managerial skills usually required.
- {h However, you expressed a dislike for shift work/odd hours.
- {i Good motivating/training skills usually required.
- {j High levels of physical strength and endurance usually required.
- {k High performance in mathematics is usually required.
- {l Good maths/figure work skills usually required.
- {m However, you indicated a dislike for a lot of travel away from home.
- {n Good persuading/influencing skills usually required.

Notes

- Your values indicate a desire to help others or to work with people.
- You indicated that financial considerations might affect your career planning.
- You indicated that parenting/child care might affect your career planning.
- You indicated where you want to live (geographic location) might affect your career planning.
- You may wish to develop your self marketing/promoting self skills.
- You are likely to prefer to work with individuals or small groups.
- You are likely to prefer helping/caring work environments.
- You are likely to prefer practical, applied projects and skills.
- Your ongoing back problems may cause problems with some work.

Rehabilitation Notes

Entry to and/or performance in likely compatible occupations is likely to be restricted by the nature and extent of any injury/illness. The ability of a person to adapt to a new work role will be affected by the duration and intensity of the injury/illness, the expected degree of recovery, the length of time until recovery, the amount of time out of the workforce, and the personal and return to work support provided.

SELECTED OCCUPATIONS

(listed in order of your ratings of 1=great, 2=good, 3=OK)

TAFE/Vocational Training (skilled and practical) Career Exploration Level

1 Calligrapher

Uses special pens and ink combined with artistic (and often very elaborate) handwriting to create works of art, or to display people's names on important documents, such as certificates.

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1 Caterer

Discusses with clients their entertainment needs, draws up suitable menus and function arrangements, arranges and supervises the preparation and serving of food and drinks at private functions, and may organise seating and music.

1 Cultural Education/Liaison Worker

Provides assistance to indigenous students and students from other cultures, and acts as a go-between for the students when dealing with educational and government authorities.

Specialisations: Community Education Worker/Co-ordinator, Community School Liaison Officer, Home-School Liaison Officer, Indigenous Liaison Officer.

Related Titles: Cultural Educator, Cultural Liaison Officer, Cultural Liaison Officer, Culture Educator, Multicultural Education Officer, Multicultural Liaison Officer.

2 Inquiry Officer

Responds to inquiries or complaints about an organisation's products and services and provides information or refers people to other sources.

Specialisations: Complaints Officer, Customer Service Officer, Information Desk Officer.

Related Titles: Administration Officer, Administrative Officer, Administrative Services Officer, AO, ASO, Clerical Assistant, Enquiry Clerk, Enquiry Officer, Information Officer, Inquiry Clerk, Inquiry Officer.

2 Interpreter/Translator

Verbally translates (converts) one language into another (interpreter) or transcribes text or recorded matter from one language to another (translator).

Specialisations: Linguist.

2 Interviewer

Asks people standard prepared questions contained in surveys on different topics and records their responses.

2 Receptionist/Inquiry Officer

Greets clients and visitors and answers personal, telephone or written inquiries and requests.

Specialisations: Dental Receptionist, Front Office Clerk, Hotel Receptionist, Hotel/Motel Front Office Clerk, Legal Receptionist, Medical Receptionist, Telephonist.

Related Titles: Administration Officer, Administrative Officer, Administrative Services Officer, AO, ASO, Enquiry Officer, Welcoming Officer.

2 Word Processing Operator

Keys in, edits, processes and prints documents and information using word processors and computers, or typewriters.

Related Titles: Administration Officer, Administrative Officer, Administrative Services Officer, AO, ASO, Data Entry Operator, Desk Top Publisher, Dictatypist, Keyboard Operator, Typist.

3 Child Care Worker

Provides care and supervision for children in child care centres, hospitals and learning centres.

Specialisations: Children's Nursery Assistant, Creche Attendant, Nanny.

Related Titles: Child Care Aide, Child Care Giver, Childcare Worker, Children's Care Worker.

3 Tour Guide

Escorts people on sightseeing, educational, or other tours and describes and explains points of interest.

Specialisations: Regional Guide.

Related Titles: Tour Escort, Tour Leader.

CAREER COMBINATIONS

The new work of the future will involve unique combinations of existing work, often combined with new technology.

You are likely to increase your satisfaction and employability if you find ways to combine your highest rated career options.

Your highest rated Occupations have been sorted into related Career Themes (left hand column). List under Career Combinations (right hand column) as many combinations of Career Themes and/or Occupations as possible. Use brainstorming to come up with ideas. It might help to draw lines between two or more options and their combinations. Be creative and inventive. Ignore realism at this stage. Some combinations will come easily, others will be more challenging to generate. Also brainstorm and link any My Own Career Ideas/Career Dreams with other Occupations/Career Themes. Later you could try asking other people to help you come up with additional combinations, including ones that also link your leisure and lifestyle preferences.*

Career Themes related to highest rated Occupations

Career Themes are work/industry groupings. Your highest rated Occupations may be linked to more than one Career Theme.*

Career Combinations

Brainstorm and list career combination ideas generated by linking as many Career Themes and/or Occupations as possible.

Creative

- 1 Calligrapher

Education/Teaching/Training

- 1 Cultural Education/Liaison Worker

Hospitality/Tourism/Entertainment

- 1 Caterer

Business/Administration/Secretarial

- 2 Inquiry Officer
- 2 Receptionist/Inquiry Officer
- 2 Word Processing Operator

Helping/Welfare/Counselling

- 2 Interviewer

International Trade/Languages/Intercultural

- 2 Interpreter/Translator

Social Science

- 2 Interviewer

My Own Career Ideas/Career Dreams

Include these options in your career combinations (if not included in the above career themes).

- 1 Using my calligraphy, languages, word processing and love of animals

Rate each Career Combination: 1=great, 2=good, 3=OK. Upgrade any options rated 1 from 1 to a 1+ rating if they sound really great. Develop action plans to research the most highly rated Occupations and Career Combinations.

CLAIRE'S ACTION PLAN GOALS

Goals are more often achieved if action plans are prepared and frequently updated. Use the Action Plan worksheet provided to record a step-by-step plan to research and achieve your goals.

The goals listed below have also been auto transferred into the Action Planner program (which you can access from the career program main menu). Action Planner has a pick-and-click menu of useful tasks/steps and resources linked to each goal. It makes producing a detailed Action Plan and To-Do-List easy. Both reports can be printed and updated. Goal achievement is also more likely if you adopt a positive 'can-do' attitude and look for ways to combine and market your unique strengths and preferences. If one option is not available, look for ways to bring preferred components, such as activities, skills, people, physical environments, into your life.

Research preferred career preferences:

Calligrapher, Caterer, Cultural Education/Liaison Worker, Inquiry Officer, Interpreter/Translator, Interviewer, Receptionist/Inquiry Officer, Word Processing Operator, Using my calligraphy, languages, word processing and love of animals

Research career combinations:

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Inconsistency considerations between career preferences and skills/attributes:

English, Reading/following written manuals, Leadership/managing/supervising, Motivating/training/instructing, Organising/planning, Writing reports/letters, Creating/innovating

Improve my:

Self marketing

Work conditions/health considerations:

Shift work/odd hours, Sitting at a desk most of the time, Back problems

Personal circumstance considerations:

Financial considerations, Parenting/child care, Geographic location

Research study/training options and career preference alignment:

Computing/IT/word processing, Organising/planning

Include my values in my work/life planning:

Working with people, Job security, Helping people, Variety

Research work environment alignment with these preferences:

Helping others or working with people, Preference for working on one or two in-depth projects and/or in a small team, Preference for helping/caring and/or creative work environment, Preference for hands-on practical work/projects

Include special talents & best/favourite work skills in my work/life planning:

Caligraphy, Speak English, Spanish, French and German

Include my work and leisure interests in my work/life planning:

Practical/Hands-on, Business/Clerical/Organising, Helping/Advising, Cooking, Cats, Caligraphy

Improve my:

Drive level/motivation, General health, Stress management, Self esteem

Other Possible Goals

Rehabilitation and life improvement strategies:

Work experience preferences:

Research personal circumstances/lifestyle and career preference alignment:

Develop relationship building skills:

Budget effectively and make better use of money:

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