As a reinforcer to the online modules, these fact sheets are designed to assist to:

- Make sound course and career choices
- Make successful transitions to university and on to your future career
- Make connections between your program of study and where it might lead
- Progress your own career pathway

There are six modules in the program. Each one is meant to help you understand more about yourself and your career goals.

**Discover your personal interests**

What do you enjoy doing? Think about things that motivate you and use those to guide your career decision making.

**Determine your skills**

Knowing your own strengths and areas of improvement will allow you to critically examine each job and how you can utilize your talents.

**Know your own temperament and personal style**

By identifying what gives you purpose and meaning, you will be able to select a job that aligns with what is most important to you.

**Think about your personal goals**

Having an understanding of who you are and what you want out of life can give you a sense of direction. To achieve satisfaction, set goals of value to you and match these goals with your personal interests, traits and skills you will enjoy using.

**Be aware of your influences**

When trying to understand who you are and what your goals are, you should also think about what factors are influencing these decisions. Various social influences, environmental influences and time can affect your decision making process in either a negative or positive way. It’s important for you to evaluate these influences to ensure they are in line with what you want to do.
Start with your interests and ideas/goals
See how you can translate those into careers/courses.

Determine a strategy
Understand the academic demand of the course and find out the assumed knowledge for that course.

Develop an action plan
Write out “Plan A” and “Plan B” and subsequent short, medium and long term goals. Include each action required to accomplish that goal.

Make a decision
Reflect on your self-assessment findings and the information you gathered; weigh the alternatives and check out the consequences. Prioritise your options and then make a decision.

Identifying your fears
Many people allow fears to get in the way of deciding to study. Many of those fears are myths that don’t have any basis in reality.

It might be helpful to make a list of fears that are interfering with your studies and brainstorm who might be able to help you with them.

Conquering your fears
It is easy to feel lost and alone when you first start uni. Here are some tips to help yourself feel more at ease:

- Take a campus tour
  www.uq.edu.au/campustours
- Check out the Orientation website to find out what you need to do before, during, and after orientation
  www.orientation.uq.edu.au
- Attend a Getting Started Session
  www.uq.edu.au/student-services/getting-started
- Get involved in one of the many student clubs and associations on campus

Course decisions
Use the information you learned from the Self-Understanding online module. This will guide you in your course selection.

readiness for study
Think of the reasons you have decided to attend uni.

It could be to get a professional qualification, to change your career, to study further in an area of interest, to challenge yourself, because someone recommended it to you, or because you are unsure of what to do. To make the most of uni, it is vital that the decision is yours.
This module is about understanding the concept of a career in today’s world, learning about the current world of work, and exploring the range of jobs people are doing in your industry of interest.

It involves many different aspects such as work experience, community involvement, cultural activities, training, education, interests and others. This is a shift from the previous career path which involved obtaining a job for life.

Today, the work world is constantly changing due to technological advances, globally competitive markets, new patterns of work and higher educational requirements.

For resources and activities to assist you in looking for careers, refer to the **Opportunities** online module.
In order to effectively make decisions regarding your career, you need to have an awareness of:

- Yourself - your likes, dislikes, values, strengths
- The world of work - what is happening in the general work environment
- Influences - other factors that will impact your decision

Important questions to ask

- What would I like in my future career?
- What is career success for me?
- Which career am I best suited to?
- What are my first steps towards getting this career?

The decision making process

- Understand: yourself and what alternatives are open to you
- Seek information: about prospective careers from a variety of sources
- Decide: assess information and make a decision
- Enact: develop an action plan to reach the goal

Understanding yourself

Gaining an understanding of yourself is the first step in considering which careers and roles would suit you. Some things you should consider are your interests, values, skills, personality, and abilities. Refer back to the Self-Understanding Module for a review of these.

In order to make the best decision, it is important to consider as many alternatives as possible. There may be varied pathways to get you to your desired career. For example, you might decide to continue studying, start working to develop a specialty in a particular field, or get skill skills for future career advancement.

Another important consideration is your decision making style.

Seek information

Obtaining additional information can be useful in helping you make your decisions. Try to gather information from a variety of sources including speaking to people, using the internet, reading job advertisements, and asking questions.

Decide

The best way to make a decision is to follow a structured process and objectively consider all options. Look at the immediate circumstances and focus on those. Future considerations are unpredictable.

Using intuition can give you a good guide of your initial impression and shows an understanding of yourself.

Enact

Enacting your decision means setting a goal and developing an action plan to achieve it.

Action planning works best when specific steps are identified. Each time you complete one of these steps, you have achieved a part of your goal.
SMART Goals

A commonly used model is the SMART model described below:

**S**pecific

- **Who** is involved?
- **What** do you want to accomplish?
- **Where**? Identify a location.
- **When**? Establish a time frame.
- **Why**? Specific reason, purpose, or benefits of achieving the goal.

**M**easurable

Monitor your progress by setting specific dates you want to achieve your goals by.

**A**ttainable

Your goals should challenge you but still be realistic. Break your goals down into steps to get a clearer picture of what is attainable.

**R**ealistic

Make sure your goal suits you and your lifestyle.

**T**ime-bound

Time limits should be established for your goals. If you leave them open-ended, chances are you won’t get it done.

If you have any questions about the modules or these exercises, feel free to contact a Transition Advisor at Student Services:

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