

Personal Education & Career Plan

Name: _____

Address: _____

Telephone Numbers: _____ / _____

E-Mail Address: _____

Bristol Community College
Fall River Adult Basic Education Program
Career & Transitional Services

Revised November 14, 2012

Initiate and Review Dates /Signatures:

- Initiate/Develop my personal education & career plan
- Review my steps toward my long term goals at least 4 times a year.
- Update or revise as needed.
- Keep focused and don't lose sight of my dreams.
- Seek out help and support in my journey

✓ Check Off Action Below

DATE	SIGNATURE	INITIATED MY PLAN

✓ Check Off Action Below

DATE	SIGNATURE	REVIEWED MY PLAN	REVISED MY PLAN

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✓ Check Off Action Below

[illegible]

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2012

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Orientations

Education Orientation to Fall River Adult Basic Education Program

Date: _____

Career Orientation to the Fall River Adult Basic Education Program

Date: _____

Education Placements:

Circle Level:

Current Language Arts Level: 1 2 3 4 5 Start Date: _____

Current Math Level: A B C Start Date: _____

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Section A. Self-Reflection:

My Long Terms Goals(s) for my career and education are: *(Copy from your Writing Sample & Goal Statement)*

1. _____
2. _____
3. _____

My S.M.A.R.T. Goals for this year are: *(Copy from your S.M.A.R.T. Goal Worksheet)*

1. _____
2. _____

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DATE: _____

My Active Learner Strengths are: (Copy from your Active Learner Assessment Score Sheet)

Areas I need to work on: (Copy from your Active Learner Assessment Score Sheet)

My Learning Style(s) are: (Copy from your Learning Style Assessment)

My Personal Goals for this fiscal year (Copy from Personal Goal/Outcomes form):

1. _____ 2. _____

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Section B. Exploration/Information Gathering:

Use the chart below to list the occupations you would like to explore further (Copy from your Career Dimensions Portfolio)

<u>Occupations</u>	<u>Education for the Occupation</u>	<u>Job/ Occupation Outlook</u>	<u>Average Earnings</u>	<u>Projected time to complete the education</u>	<u>Financial Cost of the Education</u>

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Section C. Academic Skills and Job/Career Preparation Activities:

Goals and Steps for my Personal Education & Career Plan:

Every long-term goal is made up of many short term goals and steps.

As you get closer to your long-term goal, you will set new short term goals.

Identify the steps (both *education* & *employability skills*) you need to take now to reach your long-term goals:

First Steps I need to take now to reach my long-term goals(s):

Long Term Goal (2 -5 years): _____

Short Term Goal (6months – 1 year): _____

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Check off all that are important for your education and career plan:

Skills and knowledge I need to acquire for my education & work/career goals:

✓ Check off all that apply to you:

Action Steps		
Goal 1	Check Off	Date Acquired/ Completed
Education/Academic Goals		
Enroll in an ABE/GED Preparation Program		
Attend ABE Orientation Part 1(Educational)		
Attend ABE Orientation Part 2 (Career Services)		
Improve basic literacy skills in reading/writing/math		

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Goal 2	Check off	Improve language arts/math/computer literacy skills	Date Acquired/ Completed
		Master Language Arts Level: ____ / Advanced to Level: ____.	
		Master Language Arts Level: ____ / Advanced to Level: ____.	
		Master Math Level: ____ / Advanced to Level: ____.	
		Master Math Level: ____ / Advanced to Level: ____.	
		Access individual tutoring support	
		Learn basic computer literacy skills (including navigate internet; keyboard typing; form completion)	
		Obtain certificate of mastery in a Microsoft Office Program	
		Research and apply for GED <u>Accommodations</u>	
		Pass the <u>Language Arts Reading</u> GED Test	

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Check Off	Improve language arts/math/computer literacy skills (continued)	Date Acquired/Completed
	Pass the <u>Language Arts Writing</u> GED Test	
	Pass the <u>Science</u> GED Test	
	Pass the <u>Social Studies</u> GED Test	
	Pass the <u>Math</u> GED Test	
	Successfully pass all sub tests and received the GED Diploma	
	Apply to Step-Up to College Program (Transition from ABE to BCC)	
Goal 3 Check Off	Enroll in College	Date Acquired/Completed
	Learn about/research BCC or other college certificate/degree programs	
	Take Accuplacer Diagnostic Assessment in ABE Program	
	Take Accuplacer College Placement Test at college	

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	Check Off	Enroll in College (continued)	Date Acquired/Completed
		Develop a plan to finance my education(i.e. community/state funded)	
		Apply for FAFSA(Federal Student Aid)	
		Enroll in Step Up to College Program	
		Complete Application to College	
Goal 4	Check Off	Enroll in Job Specific Training/Certificate Program	Date Acquired/ Completed
		Learn about/research job training programs	
		Develop a plan to finance my education(i.e. community resource/career center funding)	
		Research and apply for financial aid opportunities	
		Obtain a career related certificate	
		Complete a job specific training program	

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Goal 5	Check Off	Job/ Career Readiness Goals	Date Acquired/ Completed
		Start to develop a Personal Education & Career Plan and Portfolio	
		Know how to use professional writing in my written correspondence (cover letters/emails/thank you letters	
		Learn basic computer literacy skills(including navigate Internet; keyboard typing; form completion)	
		Learn how to use word processing (i.e. Microsoft Word) & other Office Programs)	
		Obtain a personal e-mail address & learn to use in professional correspondence	
		Learn how to apply for a job on line	
		Create a resume	
		Create a cover letter	
		Prepare for a job fair	
		Learn how to do an informational interview	

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Goal 5	Check Off	Job/ Career Readiness Goals (continued)	Date Acquired/ Completed
		Learn how to interview for a job	
		Learn customer service skills & soft skills for the workplace	
		Prepare for a job shadow experience	
		Complete a job shadow experience	
		Develop a reference list for employment &/or college applications	
		Volunteer in field of interest	
		Networking: Identify contacts/resources to help me further my education or job search	