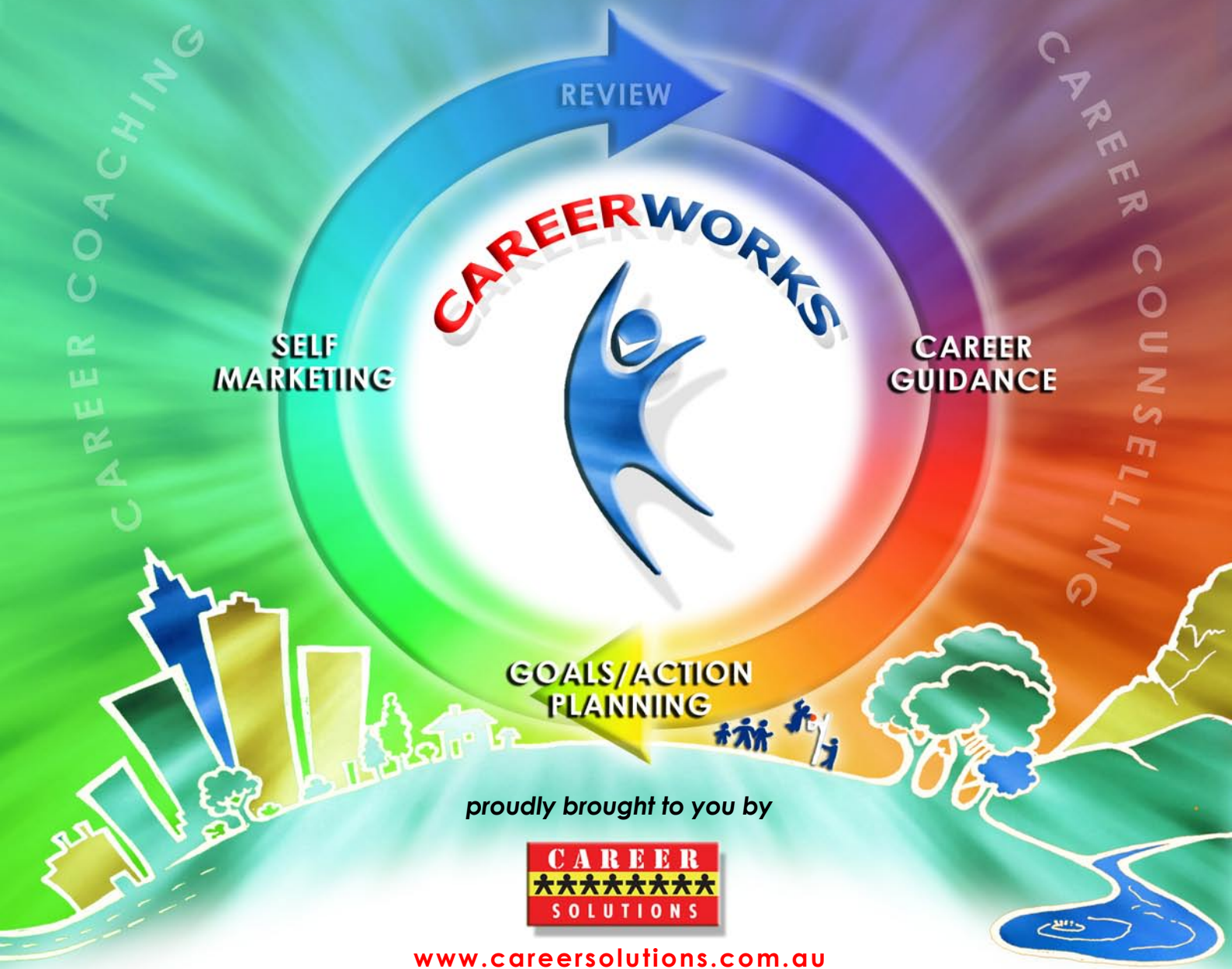


# Introducing ...



## **CAREERWORKS – THE COMPLETE INTEGRATED CAREER DEVELOPMENT SYSTEM**

**CareerWorks** optimises the career development outcomes and competencies for your students/clients.

**CareerWorks** is a powerful career partner for the career practitioner. CareerWorks career software facilitates and integrates career guidance, goals/action planning, self marketing, and provides progress tracking and career management across years. CareerWorks is confidence building, empowering and developmental. CareerWorks develops all areas and levels of Blueprint for Career Development Competencies, and Employability Skills. CareerWorks can be self directed, but in the hands of a career practitioner is a powerful partner to help your students/clients become more competent and self reliant managers of their own career development.

Please turn overleaf for a detailed summary of this breakthrough career development system.





Your students/clients can move seamlessly between career guidance (self understanding and discovery of aligned options); goals/planning (action plans and portfolio) and self marketing (resumes, competency examples, letters). CareerWorks automatically selects age appropriate tools and pathways.

## CAREER GUIDANCE



- Award winning career guidance software
- Career guidance tools interface with 5,000 industries, career clusters and occupations
- Builds self confidence and self reflection skills
- Comprehensive - includes education/training; work history/values/skills/interests, drive level, self esteem, personal qualities, leisure interests and special talents
- Increases career opportunity awareness, including career combinations
- Develops broader understanding of strengths, preferences and aspirations
- Creates personalised career guidance reports
- Automatic transfer of career guidance data to the student/client's resume
- Career practitioner one-on-one and group facilitation

## GOALS/PLANNING



- Quick, easy-to-use and empowering goal setting and action planning tools
- A unique database of personalised goal planning options
- Interactive access to 500 age and goal relevant tasks, resources, barriers, contingency plans and timelines
- Students/clients can view, print and update Action Plans and Portfolios at any time
- Automatic transfer of career guidance goals to Action Planner and automatic generation of To-Do-Lists
- Helps students/clients to become effective decision makers
- Easy building and updating of personalised achievement evidence portfolios through Portfolio Planner
- Career Practitioners can monitor student/client Action Plan and Portfolio progress over months or years

## SELF MARKETING



- Quick and easy interactive tools to create effective resumes, letters and competency examples
- Current recruitment hiring criteria reflected in the focus on achievements, learning capacity and personal qualities
- Unlimited combinations of 50,000+ age relevant achievements, sentence stems, phrases and words
- Multiple style formats
- Documents are automatically saved and history files are created and are accessible in future documents
- View, edit, update, copy, print or export documents
- Extensive self marketing coaching tips and lesson plans
- Contacts and document manager
- Resumes automatically access relevant CareerWorks career guidance information, saving data re-entry
- Career Practitioners can automatically access all self marketing documents from Tracker



CareerWorks Tracker tool provides fingertip access to all student/client career guidance, goals/planning and self marketing documents; identification of students/clients with any selected attributes to link with organisations and individuals offering experience, work and/or mentoring opportunities.

To order, pricing & information

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