

Australian Award Winner of  
Australian Assoc. of Career Counsellors and  
New Hobsons Press Excellence Award



# CareerMate

*with Career Builder and Action Planner*

*Comprehensive and powerful career counselling tool*

CareerMate is a powerful one-on-one career counselling tool designed to create positive breakthroughs for "at risk", "stuck", unmotivated and undecided students. A wide range of relevant personal factors (including skills, experience, interests, personality, values, aspirations and personal circumstances), together with relevant social, economic and labour market influences are considered. **(See over page for details.)**

Possible barriers to decision making and goal achievement are also identified and explored.

## Computer Program

The program is easy-to-use. It gathers, analyses and integrates information about the student's strengths, preferences, and personal circumstances and generates a wide range of likely compatible career options for consideration.

## Career Exploration

CareerMate incorporates a unique general-to-specific career exploration approach that develops lateral thinking and decision making skills. The exploration from **Industries to Career Clusters to Occupations** encourages this lateral thinking. **All educational/occupational levels** are covered.

## Report

A comprehensive and integrated **Report** is automatically generated, together with an Action Plan proforma and an optional **Summary Report**. Consistencies and inconsistencies between personal strengths, preferences and circumstances, and preferred options are highlighted in the Report.

## Counselling

The **Report** acts as a focus for discussion and helps the student to better understand their strengths and preferences. Any discrepancies between personal strengths, preferences, circumstances and career and personal goals are explored, as well as any barriers to goal attainment, such as restrictive skill deficits.

## Self Empowerment

CareerMate encourages students to take responsibility for their own careers. Students learn the skills needed to make well considered career decisions, to set goals, and to plan action steps designed to achieve their goals.

## Action Planning

The personalised Action Plan generated in CareerMate is automatically transferred to the Action Planner program for detailed action planning.

## Time Efficient

Approximately 60 minutes to complete the computer program (students can stop/restart at any stage of the program), followed by an in-depth counselling session. CareerMate is designed to achieve (in one self empowering counselling session) a deep level of self understanding, career exploration, action planning and personal commitment.

## Additional Benefits

- Comprehensive **Manual**, including extensive Counselling Notes (to ensure maximum student benefit is derived from the program).
- **Training** for counsellors is provided. The in-depth training includes practical supervision of CareerMate counselling with students.
- The **Personal Preferences Profile** (personality) measure, which is an integral part of CareerMate, can also be accessed independently.
- The **Action Planner program** helps students to develop detailed Action Plans, To-Do-Lists and Goal/Task Achievement records.
- The **SETUP** program enables viewing of CareerMate and Action Planner reports and has a program usage and interest and personality pattern distribution report generator.

# CareerMate Career Counselling Considerations

Reason for Career Decision Making Career Development, Self Employment, Rehabilitation, Redeployment and Retirement		
Personal Factors	Social/Contextual/ Environmental Factors	Career Options/ Labour Market
<ul style="list-style-type: none"> <li>• Biographical Information</li> <li>• School Performance</li> <li>• Qualifications/Study Plans</li> <li>• Experience</li> <li>• Work Skills</li> <li>• Special Talents</li> <li>• Work Conditions</li> <li>• Personal Preferences Profile (Personality)</li> <li>• Interests - Career/Leisure</li> <li>• Career Aspirations</li> <li>• Values</li> <li>• Drive Level/Self Esteem</li> <li>• Health/Disabilities</li> <li>• Stress Coping</li> <li>• Personal Circumstances</li> </ul>	<ul style="list-style-type: none"> <li>• Gender Issues</li> <li>• Family Influences</li> <li>• Friends/Others</li> <li>• Commitments - Social/Family</li> <li>• Culture/Race/Spirituality</li> <li>• Socio-Economic Status</li> <li>• Financial Considerations</li> <li>• Age/Experience Restrictions</li> <li>• Pre-requisites - Courses/Jobs</li> <li>• Economic Climate</li> <li>• Political Climate</li> <li>• Geographic Proximity</li> <li>• Networking Contacts</li> <li>• Organisational Information</li> <li>• Career Option Availability</li> <li>• Planned Happenstance/Chance</li> </ul>	<ul style="list-style-type: none"> <li>• Industries</li> <li>• Career Clusters</li> <li>• Occupations</li> <li>• Occupation Specialisations</li> <li>• Career Combinations</li> </ul> <p style="margin: 5px 0 0 20px;">Plus:</p> <ul style="list-style-type: none"> <li>• Workforce trends</li> <li>• Labour market data</li> <li>• Organisation specific</li> <li>• information can be added</li> </ul>

## CareerMate Benefits

- **Professional career reports which are easy-to-follow.** The report provides a shared focus for the counselling and becomes a working document for further exploration, clarification and action planning. The report includes the student's strengths, preferences, and influences on their decision making, together with likely compatible Career Planning Elements, Industries, Career Clusters, Occupations, Occupation Specialisations, and Career Combinations (usually offers maximum employability and job satisfaction). Personalised career, further study/training and personal goals are generated for exploration.
- **Training** - A comprehensive two day practical training course (including counselling three students) for one or two career counsellors is included in the price. Training is available in capital cities.
- **Manual** – Includes Getting Started Instructions, extensive Counselling Notes (to ensure maximum benefit for the student), reproducible Career Exploration Guide and overhead projection masters (on CD).
- **Action Planner Program (free with CareerMate)** - This program imports the student's work, further study/training and personal goals and enables them to quickly produce detailed Action Plans and To-Do-Lists which include goals, action plan steps, resources, barriers, contingency plans and time lines. The program also encourages frequent progress review and updating of goals, tasks and achievements.
- **Personal Preferences Profile** - This personality measure forms an integral part of CareerMate, but can also be used independently, with or without career exploration.
- **Career Exploration** – The Career Information Search feature enables students to explore the database of approximately 4,200 Industries, Career Clusters, Occupations and Occupation Specialisations, plus labour market prediction and statistics. The database is updated annually.
- **Career Builder Program** - A copy of Career Builder (Career Exploration Program) is included.
- **Report Writer Program** - This SETUP program option enables career counsellors to easily and quickly produce reports of program usage and student preference patterns for research and follow-up purposes.
- **Software Customisation** - Your organisation's name appears on the program and printout. The SETUP program enables additional customisation features including customer specific statements at the end of the Report, inclusion of Related Occupation Titles, and whether or not to print a summary report.

### Technical Requirements

System requirements: Windows 95, 98, NT4.0, Me, 2000, XP or upward versions. It runs on most networks. We recommend a minimum of a Pentium 333, 50 MB disk space, 64 MB RAM, or similar capacity IMac, Mac OS or later with running Virtual PC.

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#### FOR MORE INFORMATION CONTACT:

Order Online at: [www.careersolutions.com.au](http://www.careersolutions.com.au)

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