



APPENDIX D

CAREER MANAGEMENT COMPETENCY AND PERFORMANCE INDICATOR CHECKLIST

Appendix D contains the 11 career management competencies and the complete set of performance indicators for each phase. There are many ways in which you could use these checklists. You could use them:

- To determine an individual's level of mastery of the career competencies against the performance indicators at various phases
- As a self-assessment tool for clients, or
- As a useful checklist for various recording purposes.

Career Management Competency Checklist for Phase I

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE I

AREA A: PERSONAL MANAGEMENT

COMPETENCY 1 BUILD AND MAINTAIN A POSITIVE SELF CONCEPT

Phase I Build a positive self concept while discovering its influence on self and others

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
1.1.1 <i>Explore the nature of personal characteristics such as interests, likes and dislikes, personal qualities, strengths and weaknesses</i>	Low Medium High	
1.1.2 <i>Discover how positive characteristics are the basis of a positive self concept</i>	Low Medium High	
1.1.3 <i>Understand how self concept influences your behaviours</i>	Low Medium High	
1.1.4 <i>Understand how your behaviours influence the feelings and behaviours of others.</i>	Low Medium High	
1.1.5 <i>Identify your positive personal characteristics (skills, interests, personal qualities and strengths) as seen by self and others</i>	Low Medium High	
1.1.6 <i>Demonstrate behaviours and attitudes that reflect a positive self concept</i>	Low Medium High	
1.1.7 <i>Evaluate which of your behaviours and attitudes contribute either positively or negatively to your self-concept.</i>	Low Medium High	
1.1.8 <i>Adapt your behaviours and attitudes in order to improve your self concept</i>	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE I

AREA A: PERSONAL MANAGEMENT

COMPETENCY 2 INTERACT POSITIVELY AND EFFECTIVELY WITH OTHERS

Phase I Develop abilities for building positive relationships in life (I)

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
2.1.1 Discover the uniqueness of human beings	Low	Medium	High	
2.1.2 Explore the sources and effects of pressure from peers/others.	Low	Medium	High	
2.1.3 Identify positive social skills, such as empathy, co-operation, a willingness to help and show respect for others.	Low	Medium	High	
2.1.4 Identify the skills and qualities that help you get on well with others and work with them in groups.	Low	Medium	High	
2.1.5 Demonstrate positive social skills, such as helping, showing respect and co-operating with others	Low	Medium	High	
2.1.6 Demonstrate appropriate behaviours and attitudes when peer pressures are contrary to your beliefs.	Low	Medium	High	
2.1.7 Adopt behaviours and attitudes, such as tolerance and flexibility that help you get on well with others and work with them in groups.	Low	Medium	High	
2.1.8 Acknowledge and appreciate your unique character	Low	Medium	High	
2.1.9 Examine your own behaviours and attitudes and decide which help or inhibit you from getting on well with others and working with them in groups	Low	Medium	High	
2.1.10 Adopt behaviours and attitudes that help you to build positive relationships in life	Low	Medium	High	
2.1.11 Acknowledge and appreciate the unique character of self	Low	Medium	High	
2.1.12 Re-examine your own behaviours and attitudes in interpersonal and group communication contexts and determine those that contribute to positive and effective interactions with others	Low	Medium	High	
2.1.13 Improve your interpersonal and group communication skills in order to build positive relationships in your life	Low	Medium	High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE I

AREA A PERSONAL MANAGEMENT
 COMPETENCY 3 CHANGE AND GROW THROUGHOUT LIFE
 Phase I Discover that change and growth are part of life

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
3.1.1 <i>Explore the concepts of change and growth as part of life</i>	Low	Medium	High	
3.1.2 <i>Understand that change and growth can impact negatively on your mental and physical health (e.g., stress, frustration, confusion, fatigue)</i>	Low	Medium	High	
3.1.3 <i>Understand that good mental and physical health habits help you to deal with change and growth</i>	Low	Medium	High	
3.1.4 <i>Explore effective ways to express feelings</i>	Low	Medium	High	
3.1.5 <i>Explore the importance of asking for help and ways to do so</i>	Low	Medium	High	
3.1.6 <i>Demonstrate effective mental and physical health habits</i>	Low	Medium	High	
3.1.7 <i>Express your feelings in appropriate ways</i>	Low	Medium	High	
3.1.8 <i>Demonstrate the capacity to ask for help when needed</i>	Low	Medium	High	
3.1.9 <i>Acknowledge the positive effects of expressing your feelings appropriately</i>	Low	Medium	High	
3.1.10 <i>Acknowledge the positive outcomes of asking for help</i>	Low	Medium	High	
3.1.11 <i>Identify the mental and physical health habits that assist you to deal with change and growth</i>	Low	Medium	High	
3.1.12 <i>Establish appropriate ways for expressing your feelings and asking for help</i>	Low	Medium	High	
3.1.13 <i>Adopt the mental and physical health habits that assist you to deal with change and growth</i>	Low	Medium	High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE I

AREA B LEARNING AND WORK EXPLORATION

COMPETENCY 4 PARTICIPATE IN LIFELONG LEARNING SUPPORTIVE OF CAREER GOALS

Phase I Discover lifelong learning and its contribution to life and work

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
4.1.1 <i>Understand the importance of education and training to your career</i>	Low Medium High	
4.1.2 <i>Discover how different kinds of work require different combinations of skill and knowledge</i>	Low Medium High	
4.1.3 <i>Explore how the skills, knowledge and attitudes acquired in one setting (e.g., at school, at home, in the workplace and in the community) can be used in other settings</i>	Low Medium High	
4.1.4 <i>Discover the learning habits and study skills that help people to achieve good education and training outcomes</i>	Low Medium High	
4.1.5 <i>Identify skills, knowledge and attitudes that you acquired in one setting that can be used in other settings</i>	Low Medium High	
4.1.6 <i>Identify your learning style, learning habits and study skills</i>	Low Medium High	
4.1.7 <i>Evaluate your learning habits and study skills and identify those that help you best to learn</i>	Low Medium High	
4.1.8 <i>Adopt those learning habits and study skills that suit you best</i>	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE I

AREA B LEARNING AND WORK EXPLORATION

COMPETENCY 5 LOCATE AND EFFECTIVELY USE CAREER INFORMATION

Phase I Understand the nature of career information

PERFORMANCE INDICATORS	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
5.1.1 <i>Understand the nature of career information (e.g. education and training information; occupational and industry information; and labour market information)</i>	Low	Medium	High	
5.1.2 <i>Understand the importance of knowing whether career information is from a reliable source</i>	Low	Medium	High	
5.1.3 <i>Understand how parents, relatives, friends and/or neighbours provide us with information and influence our career choices</i>	Low	Medium	High	
5.1.4 <i>Understand the range of career information resources (e.g., through networks, the Internet, television, and newspapers) that provide occupational and industry information</i>	Low	Medium	High	
5.1.5 <i>Find out about the work roles of family members, school personnel and community workers/employers</i>	Low	Medium	High	
5.1.6 <i>Explore the working conditions of their various roles (e.g., inside/outside, hazardous, responsibilities for health and safety).</i>	Low	Medium	High	
5.1.7 <i>Assess whether the information you gain from career information websites, such as myfuture, differs from information you gain from observing and listening to your parents views)</i>	Low	Medium	High	
5.1.8 <i>Recognise the value that you place on career information from various sources.</i>	Low	Medium	High	
5.1.9 <i>Express your opinion on work information that has been explored</i>	Low	Medium	High	
5.1.10 <i>Improve strategies for locating and using work information</i>	Low	Medium	High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE I

AREA B LEARNING AND WORK EXPLORATION

COMPETENCY 6 UNDERSTAND THE RELATIONSHIP BETWEEN WORK, SOCIETY AND THE ECONOMY

Phase I Discover how work contributes to individuals' lives

PERFORMANCE INDICATORS	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
6.1.1 <i>Understand how work can satisfy the social, emotional, intellectual and/or financial needs of individuals</i>	Low Medium High	
6.1.2 <i>Explore the effect of work on people's lifestyles</i>	Low Medium High	
6.1.3 <i>Understand how work might help to overcome the personal, emotional or financial problems of individuals</i>	Low Medium High	
6.1.4 <i>Understand the contribution of work to family life</i>	Low Medium High	
6.1.5 <i>Identify the contribution of work to your life</i>	Low Medium High	
6.1.6 <i>Outline the contribution of work to your family's lifestyle</i>	Low Medium High	
6.1.7 <i>Assess the value that you place on work</i>	Low Medium High	
6.1.8 <i>Engage in work experiences that satisfy your own needs</i>	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE I

AREA C CAREER BUILDING
 COMPETENCY 7 SECURE/CREATE AND MAINTAIN WORK
 Phase I Explore effective ways of working

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
7.1.1 <i>Understand the importance that personal qualities (e.g., dependability, promptness, getting along with others) have on creating, getting and keeping work</i>	Low Medium High	
7.1.2 <i>Understand how co-operating with others can help accomplish a task</i>	Low Medium High	
7.1.3 <i>Explore new and creative ways of performing work activities</i>	Low Medium High	
7.1.4 <i>Understand the importance of being able to work with people from different cultural and language backgrounds, age groups, gender and disabilities</i>	Low Medium High	
7.1.5 <i>Understand the meaning of taking responsibility for your own actions</i>	Low Medium High	
7.1.6 <i>Demonstrate co-operation in order to accomplish a task</i>	Low Medium High	
7.1.7 <i>Demonstrate creative ways of performing work activities (e.g., at home, at school, at work and/or in the community)</i>	Low Medium High	
7.1.8 <i>Demonstrate the ability to work with people from different cultural and language backgrounds, age groups and gender</i>	Low Medium High	
7.1.9 <i>Demonstrate the ability to take responsibility for your own actions</i>	Low Medium High	
7.1.10 <i>Examine your experience of performing work activities and determine which abilities and attitudes contribute positively or negatively to the experience</i>	Low Medium High	
7.1.11 <i>Improve your abilities and attitudes in order to contribute positively to work experiences (e.g., at home, at school, at work and/or in the community)</i>	Low Medium High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE

I

AREA C CAREER BUILDING

COMPETENCY 8 MAKE CAREER ENHANCING DECISIONS

Phase I Explore and improve decision making

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
8.1.1 <i>Understand how choices are made</i>	Low	Medium	High	
8.1.2 <i>Explore what can be learned from experience</i>	Low	Medium	High	
8.1.3 <i>Explore what might interfere with attaining goals</i>	Low	Medium	High	
8.1.4 <i>Explore problem-solving techniques</i>	Low	Medium	High	
8.1.5 <i>Explore all alternatives in decision-making situations</i>	Low	Medium	High	
8.1.6 <i>Understand how personal beliefs and attitudes influence decision-making</i>	Low	Medium	High	
8.1.7 <i>Understand how decisions affect the decision maker and others</i>	Low	Medium	High	
8.1.8 <i>Assess what might interfere with attaining your career goals</i>	Low	Medium	High	
8.1.9 <i>Apply problem-solving strategies</i>	Low	Medium	High	
8.1.10 <i>Make decisions and take responsibility for them</i>	Low	Medium	High	
8.1.11 <i>Examine your problem-solving strategies and evaluate their impact on the attainment of your goals</i>	Low	Medium	High	
8.1.12 <i>Evaluate the impact of your personal decisions on yourself and on others</i>	Low	Medium	High	
8.1.13 <i>Engage in responsible decision-making</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE

I

AREA C CAREER BUILDING

COMPETENCY 9 MAINTAIN BALANCED LIFE AND WORK ROLES

Phase I Explore and understand the interrelationship of life roles

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
9.1.1 <i>Explore the many life roles an individual may have (e.g., friend, student, worker, family member)</i>	Low	Medium	High	
9.1.2 <i>Explore work-related activities in the home, the community and at school</i>	Low	Medium	High	
9.1.3 <i>Understand how family members depend on one another, work together and share responsibilities</i>	Low	Medium	High	
9.1.4 <i>Understand how community members/neighbours depend on one another, work together and share responsibilities</i>	Low	Medium	High	
9.1.5 <i>Identify work-related activities in the home, community or school</i>	Low	Medium	High	
9.1.6 <i>Demonstrate how you work with other family members and share family responsibilities</i>	Low	Medium	High	
9.1.7 <i>Identify the impact of one life role (as friend, a classmate a relative or family member of a community organisation) upon their life roles</i>	Low	Medium	High	
9.1.8 <i>Examine your different life roles and evaluate your responsibilities within each of them</i>	Low	Medium	High	
9.1.9 <i>Engage responsibly in each of your current life roles</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE

I

AREA C CAREER BUILDING

COMPETENCY 10 UNDERSTAND THE CHANGING NATURE OF LIFE AND WORK ROLES

Phase I Discover the nature of gendered life and work roles

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
10.1.1 <i>Understand the positive impact of work on people (e.g., enhanced self-esteem, financial independence)</i>	Low	Medium	High	
10.1.2 <i>Discover the changing roles of men and women in work and family settings (e.g., men at home, women in high administrative functions)</i>	Low	Medium	High	
10.1.3 <i>Understand how contributions of individuals both inside and outside the home are important to family and community (e.g., family financial independence, community volunteering)</i>	Low	Medium	High	
10.1.4 <i>Outline the work roles of men and women that you know</i>	Low	Medium	High	
10.1.5 <i>Contribute to work that occurs inside and outside the home</i>	Low	Medium	High	
10.1.6 <i>Examine the type of work and family roles you would be ready to consider</i>	Low	Medium	High	
10.1.7 <i>Examine and acknowledge the positive impact of work and family on your life</i>	Low	Medium	High	
10.1.8 <i>Engage in family and work activities without paying attention to gender stereotypes</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE

I

AREA C CAREER BUILDING

COMPETENCY 11 UNDERSTAND, ENGAGE IN AND MANAGE THE CAREER BUILDING PROCESS

Phase I Explore the underlying concepts of the career building process

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
11.1.1 <i>Explore the concept of 'change is constant' and its relationship to career building</i>	Low	Medium	High	
11.1.2 <i>Explore the concept of 'learning is an ongoing process' and its relationship to career building</i>	Low	Medium	High	
11.1.3 <i>Explore the concept of 'following your heart' and its relationship to career building</i>	Low	Medium	High	
11.1.4 <i>Explore the concept of 'goal setting' as a source of inspiration and motivation' in career building</i>	Low	Medium	High	
11.1.5 <i>Understand the value of 'focusing on the journey' in career building</i>	Low	Medium	High	
11.1.6 <i>Discover the benefits of strong relationships to career building</i>	Low	Medium	High	
11.1.7 <i>Recognise situations of change and transformation in your environment</i>	Low	Medium	High	
11.1.8 <i>Seek desired information and learn from different sources</i>	Low	Medium	High	
11.1.9 <i>Try new experiences according to your dreams, personal values and interests</i>	Low	Medium	High	
11.1.10 <i>Plan and take part in an activity of interest and describe what has been learned during the activity</i>	Low	Medium	High	
11.1.11 <i>Identify your set/s of relationships in your life</i>	Low	Medium	High	
11.1.12 <i>Examine your opinions and feelings about change, learning, following your heart, setting goals, focusing on the journey and having or developing a network of allies</i>	Low	Medium	High	
11.1.13 <i>Engage in experiences that expose you to change, continuous learning, personal values and dreams, goal setting, enjoying the journey and interacting with your allies</i>	Low	Medium	High	

Career Management Competency Checklist for Phase II

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE II

AREA A PERSONAL MANAGEMENT

COMPETENCY 1 BUILD AND MAINTAIN A POSITIVE SELF CONCEPT

Phase II Build a positive self concept and understand its influence on life and work

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
1.2.1 Discover how behaviours and attitudes affect school, work and family situations	Low Medium High	
1.2.2 Understand how the environment influences attitudes and behaviours	Low Medium High	
1.2.4 Understand the nature of values and beliefs, and explore their influence on self concept	Low Medium High	
1.2.5 Discover the personal and professional benefits of developing a positive self concept and the consequences of developing a negative one	Low Medium High	
1.2.6 Describe your self concept	Low Medium High	
1.2.7 Practise behaviours in school, work and family situation that reflect a positive attitude about yourself	Low Medium High	
1.2.8 Evaluate the impact of your self concept on you and others at home, school or work	Low Medium High	
1.2.9 Change behaviours and attitudes in order to improve your self-concept so that it contributes positively to your life, learning and work activities	Low Medium High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR
PHASE II

AREA A PERSONAL MANAGEMENT

COMPETENCY 2 INTERACT POSITIVELY AND EFFECTIVELY WITH OTHERS

Phase II Develop additional abilities for building positive relationships in life

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
2.2.1 <i>Explore ways of resolving conflicts with your peers or others</i>	Low	Medium	High	
2.2.2 <i>Recognise the importance of respect, tolerance, flexibility and openness when dealing with people from different backgrounds</i>	Low	Medium	High	
2.2.3 <i>Demonstrate respect for the feelings and beliefs of others</i>	Low	Medium	High	
2.2.4 <i>Demonstrate effective skills and attitudes for resolving conflicts with peers or others</i>	Low	Medium	High	
2.2.5 <i>Demonstrate openness to the diversity of other people's cultures and lifestyles and their mental and physical abilities</i>	Low	Medium	High	
2.2.6 <i>Acknowledge and appreciate the similarities and differences among people</i>	Low	Medium	High	
2.2.7 <i>Review your respect, tolerance, flexibility and openness towards others and determine the ways in which your attitudes are influencing the development of positive relationships in your life</i>	Low	Medium	High	
2.2.8 <i>Improve your social, interpersonal and group communication skills in order to build positive relationships in your life and work</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE II

AREA A PERSONAL MANAGEMENT
 COMPETENCY 3 CHANGE AND GROW THROUGHOUT LIFE
 Phase II Learn to respond to change and growth

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
3.2.1 <i>Understand the physical, psychological, social and emotional changes that occur as people develop</i>	Low	Medium	High	
3.2.2 <i>Understand how physiological and psychological changes impact on people's lives</i>	Low	Medium	High	
3.2.3 <i>Explore how unexpected events can cause life changes</i>	Low	Medium	High	
3.2.4 <i>Explore the importance of work, family and leisure activities to mental and physical health</i>	Low	Medium	High	
3.2.5 <i>Identify your own physical, psychological, social and emotional changes</i>	Low	Medium	High	
3.2.6 <i>Explore an unexpected event and assess its impact on your life</i>	Low	Medium	High	
3.2.7 <i>Examine work, family and leisure activities and assess their impact on your own mental, emotional, physical and financial well-being</i>	Low	Medium	High	
3.2.8 <i>Examine the ways in which you deal with unexpected events</i>	Low	Medium	High	
3.2.9 <i>Engage in work, family and leisure activities that contribute to your own mental, emotional, physical and financial well-being</i>	Low	Medium	High	
3.2.10 <i>Adopt effective (e.g., being flexible and adaptable) strategies for dealing with unexpected events</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE II

AREA B LEARNING AND WORK EXPLORATION

COMPETENCY 4 PARTICIPATE IN LIFELONG LEARNING SUPPORTIVE OF CAREER GOALS

Phase II Link lifelong learning to personal career aspirations

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
4.2.1 Explore lifelong learning strategies such as being curious and adventurous	Low	Medium	High	
4.2.2 Explore subject area strengths as well as areas for improvement	Low	Medium	High	
4.2.3 Explore strategies for improving skills and knowledge	Low	Medium	High	
4.2.4 Explore the importance of a variety of skill types in the workplace	Low	Medium	High	
4.2.5 Explore the knowledge and skills required to operate safely and effectively in the workplace	Low	Medium	High	
4.2.6 Explore the skills, knowledge and attitudes needed in particular industry sectors	Low	Medium	High	
4.2.7 Understand how past, present and future academic performance may impact upon the selection of future programs/courses	Low	Medium	High	
4.2.8 Understand how past, present and future academic performance may impact upon available work options	Low	Medium	High	
4.2.9 Apply strategies for improving your skills and knowledge	Low	Medium	High	
4.2.10 Demonstrate skills and attitudes towards learning that will help you to achieve your life and work goals	Low	Medium	High	
4.2.11 Identify how your education and training achievements affect your available options regarding courses/programs, workplace training and/or entry into work	Low	Medium	High	
4.2.12 Evaluate strategies for improving skills and knowledge and adopt those that contribute best to the learning process	Low	Medium	High	
4.2.13 Improve your learning habits and study skills and adopt attitudes towards learning that will help you to achieve your life and work goals	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE

II

AREA B LEARNING AND WORK EXPLORATION

COMPETENCY 5 LOCATE AND EFFECTIVELY USE CAREER INFORMATION

Phase II Locate and use career information

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
5.2.1 <i>Understand the importance of and the ways in which you can locate and use education and training information</i>	Low	Medium	High	
5.2.2 <i>Understand the importance of and the ways in which you can locate and use occupational and industry information</i>	Low	Medium	High	
5.2.3 <i>Understand the importance of and the ways in which you can locate and use labour market information</i>	Low	Medium	High	
5.2.4 <i>Explore the differences between occupations and industry sectors by locating and using available career information resources</i>	Low	Medium	High	
5.2.5 <i>Explore the education and training requirements for occupations of interest by locating and using available career information resources</i>	Low	Medium	High	
5.2.6 <i>Identify the current and future labour market outlook for occupations of interest</i>	Low	Medium	High	
5.2.7 <i>Explore a variety of work alternatives (e.g., volunteering, full-time employment, contracting, consulting and entrepreneurship)</i>	Low	Medium	High	
5.2.8 <i>Assess the relevance of the career information resources you have used to your career information search</i>	Low	Medium	High	
5.2.9 <i>Determine, according to your own preferences, the advantages and disadvantages of various work alternatives (e.g., being a full-time/part-time employee or self-employment options such as contracting, consulting or entrepreneurship)</i>	Low	Medium	High	
5.2.10 <i>Improve your strategies for locating, understanding and using career information</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE II

AREA B LEARNING AND WORK EXPLORATION

COMPETENCY 6 UNDERSTAND THE RELATIONSHIP BETWEEN WORK, SOCIETY AND THE ECONOMY

Phase II Understand how work contributes to the community

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
6.2.1 <i>Understand how organisations operate (e.g., how money is made, overhead costs, profit)</i>	Low	Medium	High	
6.2.2 <i>Explore the importance of work to a community</i>	Low	Medium	High	
6.2.3 <i>Understand the relationships between work, community and the economy</i>	Low	Medium	High	
6.2.4 <i>Explore the economic contributions workers make to a community</i>	Low	Medium	High	
6.2.5 <i>Understand how technological advances impact upon work roles in the community</i>	Low	Medium	High	
6.2.6 <i>Explore the impact of work on social and economic problems in the community</i>	Low	Medium	High	
6.2.7 <i>Explore the products and services of local employers</i>	Low	Medium	High	
6.2.8 <i>Demonstrate how technological change has impacted upon the social and economic problems in your own neighbourhood or community</i>	Low	Medium	High	
6.2.9..... <i>Demonstrate how work impacts upon your own neighbourhood or community</i>	Low	Medium	High	
6.2.10..... <i>Evaluate how a person can contribute to the community through work</i>	Low	Medium	High	
6.2.11 <i>Engage in work experiences that contribute to your community</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE

II

AREA C CAREER BUILDING

COMPETENCY 7 SECURE/CREATE AND MAINTAIN WORK

Phase II Develop qualities to seek and obtain/create work

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
7.2.1 Explore personal qualities (such as dependability, punctuality, getting along with others) that are needed to get and keep work	Low	Medium	High	
7.2.2 Understand how skills are transferable across a variety of work roles	Low	Medium	High	
7.2.3 Understand the language used to describe employment requirements and conditions	Low	Medium	High	
7.2.4 Explore commonly used work search tools (e.g., job application forms, résumé, and portfolios).	Low	Medium	High	
7.2.5 Explore the skills, knowledge and attitudes necessary for a successful work interview	Low	Medium	High	
7.2.6 Demonstrate personal qualities (e.g., dependability, punctuality, getting along with others) that are needed to get and keep work	Low	Medium	High	
7.2.7 Identify your transferable skills and experience a new task by using them	Low	Medium	High	
7.2.8 Demonstrate the ability to complete application forms	Low	Medium	High	
7.2.9 Develop the work search tools required to find and maintain work (e.g., résumé, portfolio, proposals, cover letters)	Low	Medium	High	
7.2.10 Demonstrate the skills, knowledge and attitudes necessary for a successful work interview	Low	Medium	High	
7.2.11 Acknowledge your personal qualities and skills and determine which you will build into your career goals and aspirations	Low	Medium	High	
7.2.12 Create and engage in new work experiences (e.g., at home, at school, at work and/or in the community) that build on your personal qualities and use your transferable skills	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE II

AREA C CAREER BUILDING
 COMPETENCY 8 MAKE CAREER ENHANCING DECISIONS
 Phase II Link decision making to career building

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
8.2.1 <i>Understand how personal beliefs and attitudes affect career decisions</i>	Low	Medium	High	
8.2.2 <i>Understand how career development is an ongoing process with a series of choices</i>	Low	Medium	High	
8.2.3 <i>Explore possible outcomes of your decisions on your career development</i>	Low	Medium	High	
8.2.4 <i>Understand how the expectations of others affect career building</i>	Low	Medium	High	
8.2.5 <i>Explore ways in which decisions about education and work relate to other major life decisions</i>	Low	Medium	High	
8.2.6 <i>Explore advantages and disadvantages of various courses and programs for the attainment of career goals</i>	Low	Medium	High	
8.2.7 <i>Understand how uncertainties about the future might influence learning and work choices</i>	Low	Medium	High	
8.2.8 <i>Demonstrate how your own beliefs and attitudes influence your career decisions</i>	Low	Medium	High	
8.2.9 <i>Demonstrate how your choices reflect your desired career path</i>	Low	Medium	High	
8.2.10 <i>Compare the advantages and disadvantages of various courses and programs for the attainment of career goals</i>	Low	Medium	High	
8.2.11 <i>Make creative choices reflective of the changing world of work</i>	Low	Medium	High	
8.2.12 <i>Develop creative or alternative choices reflective of the changing world of work</i>	Low	Medium	High	
8.2.13 <i>Consider how your decisions (about school, family, leisure, work, etc.) affect all areas of your life</i>	Low	Medium	High	
8.2.14 <i>Engage in decision-making that suits your needs and values and is supportive of your career goals</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE II

AREA C CAREER BUILDING

COMPETENCY 9 MAINTAIN BALANCED LIFE AND WORK ROLES

Phase II Explore and understand the interrelationship between life and work roles

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
9.2.1 <i>Understand how different work and family roles require varying kinds and amounts of energy, participation, motivation and abilities</i>	Low Medium High	
9.2.2 <i>Understand how work roles satisfy personal and/or family needs</i>	Low Medium High	
9.2.3 <i>Examine how personal goals can be satisfied through a combination of work, community, social and family roles</i>	Low Medium High	
9.2.4 <i>Explore the interrelationships between family, work and leisure decisions</i>	Low Medium High	
9.2.5 <i>Understand the importance and impact of leisure activities in your life</i>	Low Medium High	
9.2.6 <i>Discover how work skills, knowledge and attitudes can be acquired through leisure and volunteer work</i>	Low Medium High	
9.2.7 <i>Identify how your current or preferred life and work roles satisfy your personal and family needs</i>	Low Medium High	
9.2.8 <i>Plan and experience leisure activities that contribute to a balanced life</i>	Low Medium High	
9.2.9 <i>Demonstrate how work skills, knowledge and attitudes are acquired through leisure</i>	Low Medium High	
9.2.10 <i>Examine your leisure activities and determine which ones contribute to a balanced life</i>	Low Medium High	
9.2.11 <i>Engage in work and leisure activities that are supportive of your life and work goals</i>	Low Medium High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE II

AREA C CAREER BUILDING

COMPETENCY 10 UNDERSTAND THE CHANGING NATURE OF LIFE AND WORK ROLES

Phase II Explore non-traditional life and work options

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
10.2.1 <i>Identify non-traditional life and work options</i>	Low	Medium	High	
10.2.2 <i>Investigate the advantages and challenges of entering non-traditional work</i>	Low	Medium	High	
10.2.3 <i>Explore the advantages of following your personal interests, even if they are most often considered non-traditional to your gender</i>	Low	Medium	High	
10.2.4 <i>Understand the concepts of stereotypes, biases and discriminatory behaviours</i>	Low	Medium	High	
10.2.5 <i>Follow your personal interests, even if they are most often considered non-traditional to your gender</i>	Low	Medium	High	
10.2.6 <i>Identify stereotypes, biases and discriminatory behaviours that may limit opportunities for women and men in certain work roles</i>	Low	Medium	High	
10.2.7 <i>Acknowledge your own stereotypes, biases and discriminatory behaviours that may limit opportunities for you or others in certain work roles</i>	Low	Medium	High	
10.2.8 <i>Develop attitudes and behaviours that are not based on gender stereotypes</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE

II

AREA C CAREER BUILDING

COMPETENCY 11 UNDERSTAND, ENGAGE IN AND MANAGE THE CAREER BUILDING PROCESS

Phase II Understand and experience the process of career building

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
11.2.1 <i>Explore the concept that every decision is a career decision</i>	Low	Medium	High	
11.2.2 <i>Understand the concept of building your own career</i>	Low	Medium	High	
11.2.3 <i>Understand the difference between career planning and career building</i>	Low	Medium	High	
11.2.4 <i>Understand the importance of developing flexible and adaptable short-term action plans within the career building process</i>	Low	Medium	High	
11.2.5 <i>Understand the concept of a preferred future as part of the career building process</i>	Low	Medium	High	
11.2.6 <i>Understand the concept and importance of a career portfolio</i>	Low	Medium	High	
11.2.7 <i>Define your preferred future</i>	Low	Medium	High	
11.2.8 <i>Develop short-term action plans in step with your preferred future</i>	Low	Medium	High	
11.2.9 <i>Create and maintain your career portfolio</i>	Low	Medium	High	
11.2.10 <i>Re-examine and assess your preferred future against newly acquired information about yourself and the world of work</i>	Low	Medium	High	
11.2.11 <i>Take steps to move towards your preferred future</i>	Low	Medium	High	
11.2.12 <i>Adjust your preferred future as experience changes your knowledge of yourself</i>	Low	Medium	High	

Career Management Competency Checklist for Phase III

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE III

AREA A PERSONAL MANAGEMENT
 COMPETENCY 1 BUILD AND MAINTAIN A POSITIVE SELF CONCEPT
 Phase III Develop abilities to maintain a positive self concept

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
1.3.1 <i>Understand how individual characteristics such as interests, skills, values, beliefs and attitudes contribute to achieving personal, social, educational and professional goals</i>	Low Medium High	
1.3.2 <i>Understand the importance of giving and receiving feedback to maintaining a positive self concept</i>	Low Medium High	
1.3.3 <i>Understand the importance of allies (e.g., friends and supporters) to maintaining a positive self concept</i>	Low Medium High	
1.3.4 <i>Identify your personal characteristics such as your interests, skills, values, beliefs and attitudes</i>	Low Medium High	
1.3.5 <i>Identify behaviours and attitudes that reflect your self concept</i>	Low Medium High	
1.3.6 <i>Identify your allies and external assets</i>	Low Medium High	
1.3.7 <i>Demonstrate giving and receiving feedback in ways that build a positive self concept</i>	Low Medium High	
1.3.8 <i>Assess how your personal characteristics and behaviours are reflected in your life, learning and work goals</i>	Low Medium High	
1.3.9 <i>Assess the part that your allies play in achieving your life, learning and work goals</i>	Low Medium High	
1.3.10 <i>Adopt behaviours and attitudes that will help you reach your life, learning and work goals</i>	Low Medium High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE
III

AREA A PERSONAL MANAGEMENT

COMPETENCY 2 INTERACT POSITIVELY AND EFFECTIVELY WITH OTHERS

Phase III Develop abilities for building positive relationships in life and work

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
2.3.1 <i>Discover the skills, knowledge and attitudes needed to work effectively with and for others</i>	Low	Medium	High	
2.3.2 <i>Explore appropriate ways of assisting others</i>	Low	Medium	High	
2.3.3 <i>Examine the nature of the contractual relationship between employees and employers and the nature of the contractual relationship between clients and contractors</i>	Low	Medium	High	
2.3.4 <i>Demonstrate behaviours and attitudes required for working with and for others</i>	Low	Medium	High	
2.3.5 <i>Demonstrate skills for assisting others, such as problem solving and facilitation skills</i>	Low	Medium	High	
2.3.6 <i>Express feelings, reactions and ideas in an appropriate manner when dealing with others</i>	Low	Medium	High	
2.3.7 <i>Determine the 'helping' skills you feel comfortable with and wish to contribute in your relationships with others</i>	Low	Medium	High	
2.3.8 <i>Acknowledge the positive effects of expressing your feelings, reactions and ideas appropriately</i>	Low	Medium	High	
2.3.9 <i>Engage in interactions and learning experiences that help build positive relationships in your life and work</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE
III

AREA A PERSONAL MANAGEMENT

COMPETENCY 3 CHANGE AND GROW THROUGHOUT LIFE

Phase III Learn to respond to change that affects your well-being

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
3.3.1 <i>Describe how change and growth can affect physical and mental health</i>	Low	Medium	High	
3.3.2 <i>Explore how mental and physical health impact on life and work decisions</i>	Low	Medium	High	
3.3.3 <i>Explore effective communication skills to use in stressful situations (assertiveness, conflict resolution, problem solving, etc.)</i>	Low	Medium	High	
3.3.4 <i>Identify what places stress on your mind and body</i>	Low	Medium	High	
3.3.5 <i>Demonstrate behaviours that maintain your physical and mental health</i>	Low	Medium	High	
3.3.6 <i>Apply stress management strategies</i>	Low	Medium	High	
3.3.7 <i>Demonstrate effective communication skills in stressful situations (assertiveness, conflict resolution, problem solving, etc.)</i>	Low	Medium	High	
3.3.8 <i>Examine your mental and physical health and evaluate its impact on your career decisions</i>	Low	Medium	High	
3.3.9 <i>Acknowledge the positive outcomes of actively managing issues that affect your well-being</i>	Low	Medium	High	
3.3.10 <i>Assess your communication skills and adopt those that are most effective in stressful situations</i>	Low	Medium	High	
3.3.11 <i>Adopt habits and engage in experiences that maintain or improve your mental and physical health</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE III

AREA B LEARNING AND WORK EXPLORATION

COMPETENCY 4 PARTICIPATE IN LIFELONG LEARNING SUPPORTIVE OF CAREER GOALS

Phase III Link lifelong learning to the career building process

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
4.3.1 <i>Understand how the skills, knowledge and attitudes acquired in a variety of learning programs may contribute to achieving personal and professional goals</i>	Low	Medium	High	
4.3.2 <i>Understand how lifelong learning enhances people's ability to achieve career goals</i>	Low	Medium	High	
4.3.3 <i>Understand how a set of skills, knowledge and attitudes can fulfil the requirements of a variety of work roles and work environments</i>	Low	Medium	High	
4.3.4 <i>Understand why lifelong learning is required in the workplace</i>	Low	Medium	High	
4.3.5 <i>Explore the education and training requirements of various work roles</i>	Low	Medium	High	
4.3.6 <i>Demonstrate lifelong learning behaviours and attitudes that contribute to achieving personal and professional goals</i>	Low	Medium	High	
4.3.7 <i>Determine the value of ongoing learning to you</i>	Low	Medium	High	
4.3.8 <i>Identify the transferable skills, knowledge and attitudes that can fulfil the requirements of a variety of work roles and work environments</i>	Low	Medium	High	
4.3.9 <i>Engage in a continuous learning process supportive of your career goals</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE III

AREA B LEARNING AND WORK EXPLORATION

COMPETENCY 5 LOCATE AND EFFECTIVELY USE CAREER INFORMATION

Phase III Locate and evaluate a range of career information sources

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
5.3.1 Discover how key personnel in selected work roles could become ideal information resources/role models	Low	Medium	High	
5.3.2 Understand how labour market information (profiles, statistics, etc.) can be used when making career decisions	Low	Medium	High	
5.3.3 Explore how trends and work opportunities in various industry sectors impact upon the nature and structure of work roles	Low	Medium	High	
5.3.4 Explore how employment and workplace trends impact upon the provision of education and training	Low	Medium	High	
5.3.5 Understand how a variety of factors (e.g., supply and demand for workers, demographic changes, environmental conditions, geographic location) impact upon work opportunities	Low	Medium	High	
5.3.6 Use career information resources such as career directories, occupational classification systems, labour market information, mass media, computer and Internet-based career information delivery systems to locate trend information on occupational and industry trends, education and training trends, and social and economic trends	Low	Medium	High	
5.3.7 Rank the usefulness of career information resources you have explored in terms of their accuracy, currency, reliability and relevance	Low	Medium	High	
5.3.8 Put strategies in place to evaluate career information resources that you locate and use	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE III

AREA B LEARNING AND WORK EXPLORATION

COMPETENCY 6 UNDERSTAND THE RELATIONSHIP BETWEEN WORK, SOCIETY AND THE ECONOMY

Phase III Understand how societal and economic needs influence the nature and structure of work

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
6.3.1 <i>Understand how society's needs and functions affect the supply of goods and services</i>	Low	Medium	High	
6.3.2 <i>Explore how people's personal values and interests determine the importance placed upon different kinds of work</i>	Low	Medium	High	
6.3.3 <i>Explore how trends (such as social, demographic, technological, occupational and industrial trends) can positively and negatively affect work and learning opportunities</i>	Low	Medium	High	
6.3.4 <i>Understand the concept of a global economy and explore how it affects individuals, communities, the states and territories, and the nation</i>	Low	Medium	High	
6.3.5 <i>Demonstrate how your own community or state/territory is affected by society's needs and functions, as well as by the global economy</i>	Low	Medium	High	
6.3.6 <i>Demonstrate how work and learning in your own community or state/territory is affected by social, demographic, technological, occupational and industrial trends</i>	Low	Medium	High	
6.3.7 <i>Identify how your own personal values and interests determine the importance you place on work</i>	Low	Medium	High	
6.3.8 <i>Evaluate the impact of society's needs and functions and that of the global economy on you</i>	Low	Medium	High	
6.3.9 <i>Evaluate the impact of social, demographic, technological, occupational and industrial trends on your work and learning opportunities</i>	Low	Medium	High	
6.3.10 <i>Evaluate how your values and interests influence the value you place on different kinds of work</i>	Low	Medium	High	
6.3.10 <i>Engage in work experiences that satisfy your needs as well as meeting society's needs</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE III

AREA C CAREER BUILDING

COMPETENCY 7 SECURE/CREATE AND MAINTAIN WORK

Phase III Develop abilities to seek, obtain/create and maintain work

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
7.3.1 Explore the skills, knowledge and attitudes required to locate, interpret and use information about work opportunities	Low	Medium	High	
7.3.2 Explore the employability skills necessary to obtain and maintain work	Low	Medium	High	
7.3.3 Explore the services or initiatives that support people's transitions	Low	Medium	High	
7.3.4 Understand that some work opportunities require flexibility and adaptability (e.g., relocating, learning new skills)	Low	Medium	High	
7.3.5 Explore specific work opportunities in terms of working conditions and safety hazards, benefits, etc	Low	Medium	High	
7.3.6 Explore volunteering as a proactive job search and personal development strategy	Low	Medium	High	
7.3.7 Demonstrate the employability skills and attributes necessary to obtain and maintain work	Low	Medium	High	
7.3.8 Experience volunteering as a proactive job search or personal development strategy	Low	Medium	High	
7.3.9 Evaluate work opportunities in terms of working conditions, benefits, etc., that are important to you	Low	Medium	High	
7.3.10 Acknowledge your personal set of skills, knowledge and attitudes that contribute to seeking, obtaining/creating and maintaining work	Low	Medium	High	
7.3.14 Create and engage in work opportunities reflective of your personal set of skills, knowledge and attitudes	Low	Medium	High	
7.3.15 Adapt current or try new work search skills and tools	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE III

AREA C CAREER BUILDING
 COMPETENCY 8 MAKE CAREER ENHANCING DECISIONS
 Phase III Engage in career decision making

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
8.3.1 <i>Understand the importance of developing a range of scenarios supportive of your preferred future</i>	Low	Medium	High	
8.3.2 <i>Investigate the requirements needed to qualify for desired education/training courses</i>	Low	Medium	High	
8.3.3 <i>Investigate costs (living and fee-related) associated with education and training</i>	Low	Medium	High	
8.3.4 <i>Investigate strategies for securing financial assistance related to education and training</i>	Low	Medium	High	
8.3.5 <i>Explore courses in terms of skills, knowledge and attitudes required for entry-level work or advanced training</i>	Low	Medium	High	
8.3.6 <i>Understand the steps required for effective transition (from school to post-secondary education/training programs or work, or to re-enter the workforce)</i>	Low	Medium	High	
8.3.7 <i>Understand how personal values may influence your choices and actions</i>	Low	Medium	High	
8.3.8 <i>Explore how being positive about the future and its uncertainties may lead to creative and interesting possibilities/alternatives</i>	Low	Medium	High	
8.3.9 <i>Demonstrate responsibility for making educational and work choices</i>	Low	Medium	High	
8.3.10 <i>Develop a range of scenarios supportive of your preferred future</i>	Low	Medium	High	
8.3.11 <i>Develop strategies for covering the costs (living and fee-related) associated with the education/training possibilities and apply for needed assistance</i>	Low	Medium	High	
8.3.12 <i>Plan and complete the steps required to make an effective transition (from school to post-secondary education/training programs or work, or to re-enter the workforce)</i>	Low	Medium	High	
8.3.13 <i>Develop creative or alternative choices reflective of the changing world of work</i>	Low	Medium	High	
8.3.14 <i>Evaluate educational and work choices in terms of your personal goals, values and financial means</i>	Low	Medium	High	
8.3.15 <i>Examine alternatives in given decision-making situations and determine if they are supportive of your values and goals</i>	Low	Medium	High	
8.3.16 <i>Create and engage in career experiences supportive of your values and goals</i>	Low	Medium	High	
8.3.17 <i>Engage in decision-making that suits your needs and values and is supportive of your goals</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE
III

AREA C CAREER BUILDING

COMPETENCY 9 MAINTAIN BALANCED LIFE AND WORK ROLES

Phase III Link lifestyles and life stages to career building

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
9.3.1 <i>Understand the concept of life stages</i>	Low	Medium	High	
9.3.2 <i>Understand the concept of lifestyles</i>	Low	Medium	High	
9.3.3 <i>Understand the factors that influence or impact upon lifestyles (e.g., socioeconomic status, culture, values, work choices, work habit)</i>	Low	Medium	High	
9.3.4 <i>Understand the life stage factors that influence your career building</i>	Low	Medium	High	
9.3.5 <i>Examine the type of lifestyle you want at this stage of your life</i>	Low	Medium	High	
9.3.6 <i>Identify and experience work scenarios reflective of your life stage and lifestyle</i>	Low	Medium	High	
9.3.7 <i>Recognise that your preferred lifestyles, your life stage and your career building are connected</i>	Low	Medium	High	
9.3.8 <i>Examine your work scenarios and determine which ones are supportive of your life stage and lifestyle</i>	Low	Medium	High	
9.3.9 <i>Acknowledge the factors that influence or impact upon your lifestyle (e.g., socioeconomic status, culture, values, work choice, work habits, injury, illness)</i>	Low	Medium	High	
9.3.10 <i>Acknowledge the life stage factors that have influenced or are influencing your career building</i>	Low	Medium	High	
9.3.11 <i>Take active steps to move closer towards your preferred lifestyle, while considering your life stage</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE
III

AREA C CAREER BUILDING

COMPETENCY 10 UNDERSTAND THE CHANGING NATURE OF LIFE AND WORK ROLES

Phase III Understand and learn to overcome stereotypes in your career building

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
10.3.1 <i>Examine factors that have influenced the changing career patterns or pathways of women and men</i>	Low	Medium	High	
10.3.2 <i>Examine gender stereotyping and bias in education and training programs and work settings</i>	Low	Medium	High	
10.3.3 <i>Identify attitudes, behaviours and skills that contribute to overcoming gender bias and stereotyping</i>	Low	Medium	High	
10.3.4 <i>Investigate the advantages and challenges of adopting non-traditional work roles</i>	Low	Medium	High	
10.3.5 <i>Demonstrate attitudes, behaviours and skills that contribute to overcoming gender bias and stereotyping</i>	Low	Medium	High	
10.3.6 <i>Assess your willingness to contribute to overcoming gender bias and stereotyping</i>	Low	Medium	High	
10.3.7 <i>Examine the possibility of adopting non-traditional work roles</i>	Low	Medium	High	
10.3.8 <i>Consider fulfilling work roles regardless of gender bias and stereotyping</i>	Low	Medium	High	
10.3.9 <i>Create and engage in fulfilling career experiences regardless of gender bias and stereotyping</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE

III

AREA C CAREER BUILDING

COMPETENCY 11 UNDERSTAND, ENGAGE IN AND MANAGE THE CAREER BUILDING PROCESS

Phase III Take charge of your career building process

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
11.3.1 <i>Understand the concept of the labour market and its relationship to career building</i>	Low	Medium	High	
11.3.2 <i>Understand how risk taking and positive attitudes towards self and work (resilience, flexibility, openness, etc.) are important to the career building process</i>	Low	Medium	High	
11.3.3 <i>Understand the difference between risk taking in career building and risk-taking in the workplace</i>	Low	Medium	High	
11.3.4 <i>Understand how information on yourself and on the labour market is important to the career building process</i>	Low	Medium	High	
11.3.5 <i>Explore the notion of career scenario building as an integral component of the career building process</i>	Low	Medium	High	
11.3.6 <i>Understand the importance of pursuing short-term career action plans</i>	Low	Medium	High	
11.3.7 <i>Demonstrate risk taking and positive attitudes toward self and work (resilience, flexibility, openness, etc.)</i>	Low	Medium	High	
11.3.8 <i>Update your résumé and/or portfolio using newly acquired information about yourself and the labour market</i>	Low	Medium	High	
11.3.9 <i>Build career goals, aspirations and experiences that align with your preferred future</i>	Low	Medium	High	
11.3.10 <i>Develop and pursue short-term action plans in light of your desired career goals and aspirations</i>	Low	Medium	High	
11.3.11 <i>Experience different roles through work experience, volunteering, social events, etc</i>	Low	Medium	High	
11.3.12 <i>Refine your self-perception (based on career experiences) and evaluate its impact on your decisions or choices</i>	Low	Medium	High	
11.3.13 <i>Revisit your preferred future to determine whether or not it is necessary to modify and/or set new career goals, aspirations and experiences and adjust your short-term action plans</i>	Low	Medium	High	
11.3.14 <i>Engage in a career building process that truly reflects your own needs, desires and values</i>	Low	Medium	High	

Career Management Competency Checklist for Phase IV

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE IV

AREA A PERSONAL MANAGEMENT

COMPETENCY 1 BUILD AND MAINTAIN A POSITIVE SELF CONCEPT

Phase IV Improve abilities to maintain a positive self concept

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
1.4.1 <i>Understand the influence of personal characteristics (skills, knowledge, attitudes, interests, values, beliefs and behaviours) on career decisions</i>	Low	Medium	High	
1.4.2 <i>Understand how achievements related to work, learning and leisure influence self concept</i>	Low	Medium	High	
1.4.3 <i>Explore how your own career decisions have been and are influenced by personal characteristics (skills, knowledge, attitudes, interests, values and beliefs)</i>	Low	Medium	High	
1.4.4 <i>Identify your personal achievements related to work, learning and leisure</i>	Low	Medium	High	
1.4.5 <i>Adopt behaviours and attitudes that project a positive self concept</i>	Low	Medium	High	
1.4.6 <i>Re-examine personal characteristics and determine those that contribute positively to the achievement of your life, learning and work goals</i>	Low	Medium	High	
1.4.7 <i>Examine personal achievements and acknowledge their influence on your self concept</i>	Low	Medium	High	
1.4.8 <i>Improve your life, learning and work activities by maximizing positive characteristics</i>	Low	Medium	High	
1.4.9 <i>Engage in life, learning and work activities that validate all aspects of your self and provide a sense of personal achievement</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE IV

AREA A PERSONAL MANAGEMENT

COMPETENCY 2 INTERACT POSITIVELY AND EFFECTIVELY WITH OTHERS

Phase IV Improve abilities for building positive relationships in life and work

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
2.4.1 <i>Explore innovative interpersonal and group communication skills</i>	Low	Medium	High	
2.4.2 <i>Explore the concept of self-defeating behaviours and attitudes as well as strategies for overcoming them</i>	Low	Medium	High	
2.4.3 <i>Explore the importance of positive relationships to your career building</i>	Low	Medium	High	
2.4.4 <i>Discover the importance and benefits of being able to interact with diverse groups of people in all areas of your life</i>	Low	Medium	High	
2.4.5 <i>Demonstrate effective social and group membership skills, knowledge and attitudes</i>	Low	Medium	High	
2.4.6 <i>Apply strategies for overcoming self-defeating behaviours and attitudes</i>	Low	Medium	High	
2.4.7 <i>Demonstrate the ability to handle outside pressure</i>	Low	Medium	High	
2.4.8 <i>Demonstrate the ability to interact with diverse groups of people</i>	Low	Medium	High	
2.4.9 <i>Acknowledge and appreciate the outcomes of positive relationships in your personal and professional roles</i>	Low	Medium	High	
2.4.10 <i>Assess the ways in which showing respect for all kinds of people has contributed to your career</i>	Low	Medium	High	
2.4.11 <i>Continuously assess and develop your social and interpersonal skills and your respect for the diversity of individuals</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE IV

AREA A PERSONAL MANAGEMENT

COMPETENCY 3 CHANGE AND GROW THROUGHOUT LIFE

Phase IV Develop strategies for responding to life and work changes

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
3.4.1 <i>Understand how personal motivations and aspirations may change over time</i>	Low	Medium	High	
3.4.2 <i>Understand the physical and psychological changes that occur with age</i>	Low	Medium	High	
3.4.3 <i>Explore how work performance may be adapted to physical and psychological changes that occur with age</i>	Low	Medium	High	
3.4.4 <i>Understand how changes related to work (e.g., job loss, job transfer) impact on your life and may require life changes</i>	Low	Medium	High	
3.4.5 <i>Explore the skills, knowledge and attitudes needed to adapt to changing work role requirements</i>	Low	Medium	High	
3.4.6. <i>Describe your personal motivations and aspirations</i>	Low	Medium	High	
3.4.7 <i>Develop and apply strategies to adapt and respond effectively to career changes (e.g., problem solving, networking, updating portfolio and résumé and acquiring new skills and knowledge)</i>	Low	Medium	High	
3.4.8 <i>Examine your personal motivations and aspirations and determine their impact on your career decisions</i>	Low	Medium	High	
3.4.9 <i>Acknowledge your ability to adapt and respond effectively to career changes</i>	Low	Medium	High	
3.4.10 <i>Create career scenarios based on personal motivations and aspirations</i>	Low	Medium	High	
3.4.11 <i>Improve your ability to adapt and respond positively to career changes</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE
IV

AREA B LEARNING AND WORK EXPLORATION

COMPETENCY 4 PARTICIPATE IN LIFELONG LEARNING SUPPORTIVE OF CAREER GOALS

Phase IV Participate in continuous learning supportive of career goals

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
4.4.1 Investigate educational opportunities (e.g., vocational learning programs, employer-sponsored training)	Low	Medium	High	
4.4.2 Investigate community resources that support education and training (e.g., childcare, public transportation, and health and human services)	Low	Medium	High	
4.4.3 Understand the importance of developing strategies to help overcome barriers to education and training	Low	Medium	High	
4.4.4 Explore how skills, knowledge and attitudes acquired enhance work opportunities	Low	Medium	High	
4.4.5 Explore lifelong learning resources available in workplace settings (e.g., computer-assisted self-directed training, mentoring and attendance at short courses)	Low	Medium	High	
4.4.6 Explore personal and professional learning plans	Low	Medium	High	
4.4.7 Prepare short and long-range plans to achieve your personal and professional goals through appropriate educational/training pathways	Low	Medium	High	
4.4.8 Outline and adopt strategies to overcome personal barriers to education and training	Low	Medium	High	
4.4.9 Undertake learning activities (e.g., studying, responding to feedback from supervisors, engaging in a project of interest)	Low	Medium	High	
4.4.10 Assess your skills, knowledge and attitudes towards learning and determine how these enhance your career opportunities	Low	Medium	High	
4.4.11 Determine which lifelong learning strategies work best for you	Low	Medium	High	
4.4.12 Improve learning strategies and engage in a lifelong learning process supportive of your career goals	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE
IV

AREA B LEARNING AND WORK EXPLORATION

COMPETENCY 5 LOCATE AND EFFECTIVELY USE CAREER INFORMATION

Phase IV Use career information effectively in the management of your career

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
5.4.1 Investigate career-related information and materials (e.g., on self-assessment, on career planning, on professional associations, on prospective employers)	Low Medium High	
5.4.2 Explore the limitations of occupational and labour market information	Low Medium High	
5.4.3 Discover the diverse work opportunities available to an individual with a given set of work skills, knowledge and attitudes	Low Medium High	
5.4.4 Understand how to assess the reliability of career information	Low Medium High	
5.4.5 Use career information resources to identify work opportunities that are available to someone with your set of work skills, knowledge and attitudes	Low Medium High	
5.4.6 Assess the reliability of career information you use to identify opportunities	Low Medium High	
5.4.7 Determine, according to your preferences, which work opportunities should or will be considered in your career goals and aspirations	Low Medium High	
5.4.8 Create or adapt career goals and aspirations using relevant and accurate career-related information	Low Medium High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE IV

AREA B LEARNING AND WORK EXPLORATION

COMPETENCY 6 UNDERSTAND THE RELATIONSHIP BETWEEN WORK, SOCIETY AND THE ECONOMY

Phase IV Incorporate your understanding of changing economic, social and employment conditions into your career planning

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
6.4.1 <i>Understand how trends (such as social, demographic, technological, occupational and industrial trends) affect your career</i>	Low	Medium	High	
6.4.2 <i>Understand how the global economy affects your career</i>	Low	Medium	High	
6.4.3 <i>Understand how recent social and economic changes (e.g., technological developments, changes in demand for products or services) influence the knowledge, skills and attitudes required for seeking, obtaining/creating and maintaining work</i>	Low	Medium	High	
6.4.4 <i>Demonstrate how your own career has been affected by society's needs and functions, as well as by the global economy</i>	Low	Medium	High	
6.4.5 <i>Demonstrate how your knowledge, skills and attitudes for seeking/obtaining/creating and maintaining work have shifted in response to social and economic change</i>	Low	Medium	High	
6.4.6 <i>Evaluate the impact of society's future needs and functions on your preferred career future</i>	Low	Medium	High	
6.4.7 <i>Evaluate the impact of social, demographic, technological, occupational and industrial trends on your future work and learning opportunities</i>	Low	Medium	High	
6.4.8 <i>Engage in career planning and development that takes into account changing economic, social and employment conditions</i>	Low	Medium	High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE IV

AREA C CAREER BUILDING

COMPETENCY 7 SECURE/CREATE AND MAINTAIN WORK

Phase IV Improve on abilities to seek, obtain/create and maintain work

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
7.4.1 Investigate specific work options that support desired career intentions	Low	Medium	High	
7.4.2 Identify job opportunities that suit your own needs and values	Low	Medium	High	
7.4.3 Identify relationships that will help with finding work	Low	Medium	High	
7.4.4 Update work search tools and skills required to seek, obtain/create and maintain work (job application forms, résumés, portfolios, job interviewing, proposals, cover letters, etc.)	Low	Medium	High	
7.4.5 Explore strategies supportive of career change (e.g., on-the-job training, mentors, networking, continuous learning)	Low	Medium	High	
7.4.6 Investigate the career planning/employment and recruitment services available through organisations (e.g., government, educational institutions, business/industry and community agencies)	Low	Medium	High	
7.4.7 Identify your transferable skills, knowledge and attitudes	Low	Medium	High	
7.4.8 Understand the importance of making career decisions that align with your preferred future	Low	Medium	High	
7.4.9 Establish relationships that will help with finding work	Low	Medium	High	
7.4.10 Market yourself using work, search tools and skills (job application forms, résumés, portfolios, job interviewing, proposals, cover letters, etc)	Low	Medium	High	
7.4.11 Experience the career planning, employment and recruitment services available through organisations (e.g., government, educational institutions, business/industry and community agencies)	Low	Medium	High	
7.4.12 Demonstrate the skills, knowledge and attitudes that are transferable from one work role to another	Low	Medium	High	
7.4.13 Plan career changes reflective of your preferred future	Low	Medium	High	
7.4.14 Re-examine your network and determine the relationships most helpful to your work search strategies	Low	Medium	High	
7.4.15 Evaluate your skills, knowledge and attitudes in terms of effective tools for seeking, obtaining/creating and maintaining work	Low	Medium	High	

7.4.16	<i>Assess work opportunities in terms of your preferred future</i>	Low	Medium	High	
7.4.17	<i>Use up-to-date work search skills to create and engage in work opportunities reflective of your preferred future</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE IV

AREA C CAREER BUILDING

COMPETENCY 8 MAKE CAREER ENHANCING DECISIONS

Phase IV Incorporate realism into career decision making

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
8.4.1 Explore what features (e.g., opportunities for achievement, management style, values of the organisation) you need to take into account when assessing the merits of work opportunities	Low	Medium	High	
8.4.2 Explore the effects that work opportunities may have on your career (life and work) goals	Low	Medium	High	
8.4.3 Understand how personal and environmental conditions may affect decision-making	Low	Medium	High	
8.4.4 Explore effective career decision-making skills, knowledge and attitudes	Low	Medium	High	
8.4.5 Explore the potential consequences of decisions before finalising them	Low	Medium	High	
8.4.6 Demonstrate the skills, knowledge and attitudes required to assess work opportunities	Low	Medium	High	
8.4.7 Demonstrate effective career decision-making skills, knowledge and attitudes	Low	Medium	High	
8.4.8 Determine your personal criteria for making decisions about learning, family and work	Low	Medium	High	
8.4.9 Identify the likely consequences of your decisions before finalising them	Low	Medium	High	
8.4.10 Decide what is important to you when assessing the merits of a work opportunity	Low	Medium	High	
8.4.11 Evaluate the impact of your decisions on you and others before making them	Low	Medium	High	
8.4.12 Engage in decision-making that suits your needs and values and is supportive of your career goals	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE
IV

AREA C CAREER BUILDING

COMPETENCY 9 MAINTAIN BALANCED LIFE AND WORK ROLES

Phase IV Incorporate life/work balance into the career building

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
9.4.1 <i>Explore how your family life impacts upon achieving a balanced and productive life</i>	Low	Medium	High	
9.4.2 <i>Explore work's contribution to and impact on creating a balanced and productive life</i>	Low	Medium	High	
9.4.3 <i>Explore strategies for negotiating with family members and employers to achieve life/work balance</i>	Low	Medium	High	
9.4.4 <i>Demonstrate how you are balancing your life and work roles</i>	Low	Medium	High	
9.4.5 <i>Apply strategies for negotiating with family members and employers to achieve life/work balance</i>	Low	Medium	High	
9.4.6 <i>Determine the value you place on work, family, community and leisure activities</i>	Low	Medium	High	
9.4.7 <i>Identify any habits or attitudes that work against achieving life/work balance</i>	Low	Medium	High	
9.4.8 <i>Engage in life, learning and work activities that support your lifestyle and life stage goals and contribute to a balanced life</i>	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE
IV

AREA C CAREER BUILDING

COMPETENCY 10 UNDERSTAND THE CHANGING NATURE OF LIFE AND WORK ROLES

Phase IV Seek to eliminate gender bias and stereotypes in your career building

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
10.4.1 Investigate recent changes in gender norms and attitudes	Low	Medium	High	
10.4.2 Investigate trends in the gender composition of the labour force	Low	Medium	High	
10.4.3 Explore the difficulties that arise from stereotyping occupations	Low	Medium	High	
10.4.4 Explore skills, knowledge and attitudes that help eliminate stereotyping in education, training, family and work environments	Low	Medium	High	
10.4.5 Demonstrate skills, knowledge and attitudes that help eliminate stereotyping in education, training, family and work environments	Low	Medium	High	
10.4.6 Evaluate the impact that trends in the gender composition of the labour force have on your career plans	Low	Medium	High	
10.4.7 Determine your own willingness to adopt strategies or take actions that help eliminate gender bias and stereotyping	Low	Medium	High	
10.4.8 Create and engage in career experiences regardless of gender bias and stereotyping	Low	Medium	High	

CAREER MANAGEMENT COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE
IV

AREA C CAREER BUILDING

COMPETENCY 11 UNDERSTAND, ENGAGE IN AND MANAGE THE CAREER BUILDING PROCESS

Phase IV Manage the career building process

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
11.4.1 <i>Explore the nature of career transitions and their impact on the career building process</i>	Low	Medium	High	
11.4.2 <i>Investigate the choices and challenges of major transitions (e.g., becoming a parent/spouse/retiree, losing a job, injury, illness)</i>	Low	Medium	High	
11.4.3 <i>Explore financial and lifestyle needs and their relationship to career roles</i>	Low	Medium	High	
11.4.4 <i>Explore effective strategies to use during transitional periods</i>	Low	Medium	High	
11.4.5 <i>Understand the importance of updating your résumé and portfolio using newly acquired information about yourself and the labour market</i>	Low	Medium	High	
11.4.6 <i>Understand the importance of revisiting and fine-tuning your preferred future, career goals and aspirations, and short-term action plans</i>	Low	Medium	High	
11.4.7 <i>Plan and apply coping strategies during transitional periods (e.g., starting a family, retirement, losing a job, injury, illness)</i>	Low	Medium	High	
11.4.8 <i>Update your résumé and/or portfolio</i>	Low	Medium	High	
11.4.9 <i>Review your preferred future and fine-tune your career action plans</i>	Low	Medium	High	
11.4.10 <i>Pursue your action plans</i>	Low	Medium	High	
11.4.11 <i>Re-examine your career goals, action plans and your strategies for dealing with transitional periods and determine whether or not it is necessary to adjust them</i>	Low	Medium	High	
11.4.12 <i>Adapt your preferred future in order to reflect your true needs, desires and aspirations</i>	Low	Medium	High	

