

APPENDIX F



The Resources Review Table and the Resources Review Summary

The Resources Review Table and the Resources Review Summary can be used for reviewing an organisation's career development resource collection to determine the career management competencies that are covered and to identify gaps that you would like to fill.

Information on how to use these tools can be found in Chapter 4 of the *Blueprint*.

RESOURCES REVIEW TABLE

| SECTIONS: | | | | | | | | | | | | | | | | | |
|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| CAREER MANAGEMENT COMPETENCIES | | | | | | | | | | | | | | | | | |
| AREA A: PERSONAL MANAGEMENT | | | | | | | | | | | | | | | | | |
| 1. Build and maintain a positive self concept | | | | | | | | | | | | | | | | | |
| 2. Interact positively and effectively with others | | | | | | | | | | | | | | | | | |
| 3. Change and grow throughout life | | | | | | | | | | | | | | | | | |
| AREA B: LEARNING AND WORK EXPLORATION | | | | | | | | | | | | | | | | | |
| 4. Participate in lifelong learning supportive of career goals | | | | | | | | | | | | | | | | | |
| 5. Locate and effectively use career information | | | | | | | | | | | | | | | | | |
| 6. Understand the relationship between work, society and the economy | | | | | | | | | | | | | | | | | |
| AREA C: LIFE/WORK BUILDING | | | | | | | | | | | | | | | | | |
| 7. Secure/create and maintain work | | | | | | | | | | | | | | | | | |
| 8. Make career enhancing decisions | | | | | | | | | | | | | | | | | |
| 9. Maintain balanced life and work roles | | | | | | | | | | | | | | | | | |
| 10. Understand the changing nature of life and work roles | | | | | | | | | | | | | | | | | |
| 11. Understand, engage in and manage the career building process | | | | | | | | | | | | | | | | | |
| INSTRUCTIONS: | List the components (e.g., chapters, software components, exercises, sessions, units, lesson plans) of the resources under review as column headings in the table above. Then, review each resource and check which, if any, of the 11 career competencies the component primarily addresses. | | | | | | | | | | | | | | | | |

RESOURCES REVIEW SUMMARY TABLE

| CAREER MANAGEMENT COMPETENCIES | PHASE ONE | PHASE TWO | PHASE THREE | PHASE FOUR |
|---|---|-----------|-------------|------------|
| AREA A: PERSONAL MANAGEMENT | | | | |
| 1. <i>Build and maintain a positive self concept</i> | | | | |
| 2. <i>Interact positively and effectively with others</i> | | | | |
| 3. <i>Change and grow throughout life</i> | | | | |
| AREA B: LEARNING AND WORK EXPLORATION | | | | |
| 4. <i>Participate in lifelong learning supportive of career goals</i> | | | | |
| 5. <i>Locate and effectively use career information</i> | | | | |
| 6. <i>Understand the relationship between work, society and the economy</i> | | | | |
| AREA C: LIFE/WORK BUILDING | | | | |
| 7. <i>Secure/create and maintain work</i> | | | | |
| 8. <i>Make career enhancing decisions</i> | | | | |
| 9. <i>Maintain balanced life and work roles</i> | | | | |
| 10. <i>Understand the changing nature of life and work roles</i> | | | | |
| 11. <i>Understand, engage in and manage the career building process</i> | | | | |
| INSTRUCTIONS: | Review your Resources Review Tables. Add up the number of resources that address each career management competency at each phase. Record the totals in the appropriate spaces in the table above. | | | |