



Leaving school exit plan

Your own leaving school exit plan can help you check off the things you need to do before leaving school. You can print this action plan out and work through it.

Before you start, check:

- You have a clear idea about what you want to do when you leave school.
- You have spoken to your parents, teachers, careers adviser, guidance counsellor or dean about your plan to leave school.

1. What will you do when you leave school?

Write your goals here:

TIP Make sure your goal follows the SMARTER principle:
Specific, Measurable, Achievable, Relevant, Timed, Evaluated, Reviewed

2. Who can help you reach your goal?

Write the name(s) of one or two people who will support and encourage you to reach your goal:

TIP
To get help from a careers expert, call 0800 222 733 or chat online at www.careers.govt.nz.
See Mr Webster in the Careers Office.

3. What do you need to do before you leave school?

Check that you have:

- | | |
|---|--|
| <input type="checkbox"/> Your record of achievement and NCEA results notice | <input type="checkbox"/> References or testimonials from current teachers, dean or principal |
| <input type="checkbox"/> School reports and portfolios of work | <input type="checkbox"/> Paid outstanding school fees or fees |
| <input type="checkbox"/> Evidence of work experience | <input type="checkbox"/> Handed in school text books |
| <input type="checkbox"/> School certificates, medals or awards | <input type="checkbox"/> Sold your school uniform (optional!) |

TIP It's a good idea to start a folder so all your important documents are in one place.

4. If you are going into work, are you prepared?

Check that you have:

- An up-to-date CV
- An IRD number (tax number)
- A driver's licence
- A bank account
- Interview and work clothes
- Transport to and from work

TIP

Think: What do you want to achieve from your first job?

The Finding a job – Action plan can help you with job hunting.

5. If you are going into study, are you prepared?

Check that you have:

- Pre-requisites for course entry
- Completed student enrolment
- Looked into scholarships
- Applied for a student loan or allowance if you need it
- Arranged student accommodation if you need it
- Registered with Student Job Search
- Orientation dates

TIP

The Going into tertiary study action plan can help you plan for student life.

6. If you are taking time out, are you prepared?

Think through the following:

- What will you do and achieve with your time out?
- How will you make this happen?
- How will you support yourself financially during this time?

TIP

Visit www.careers.govt.nz to find things you can do in a gap year.

Check out <http://careersdept.cbhs.school.nz/career-tools/> for more useful advice on career choices