

**Individual Career & Learning Plan Sample**

Career Cluster  
Pathway

District:  
Date:

**Career Cluster and Pathway Description:** (see [www.careerclusters.org](http://www.careerclusters.org))

<b>Middle School</b>		
6 <sup>th</sup> <b>WIN Courseware Placement Test</b> AKCIS Jr. Portfolio	7 <sup>th</sup> Career Clusters Interest Inventory AKCIS Jr. Portfolio	8 <sup>th</sup> <b>WIN Courseware Placement Test</b> AKCIS Jr. Portfolio + HS Course Planner Career Interest Inventory ACT EXPLORE

9 <sup>th</sup> through 12 <sup>th</sup> Grade							
9 <sup>th</sup> Grade		10 <sup>th</sup> Grade		11 <sup>th</sup> Grade		12 <sup>th</sup> Grade	
Assessments		Assessments		Assessments		Assessments	
SBA Other		SBA HSGQE Other		WorkKeys Other			
Courses		Courses		Courses		Courses	
Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2

**WORK EXPERIENCE, ACTIVITIES, AWARDS, CERTIFICATIONS**

Work Experience (includes Work-Based Learning, Service Learning, Job Shadows, paid employment, etc.)	Organizations & Activities (CTSOs, Student Government, Music, Athletics, Drama, etc.)	Awards and Certifications

**POSTSECONDARY OPTIONS**

One or Two-Year Post-secondary Programs	Adult Registered Apprenticeships	Four-Year College and University Programs	Occupational Certifications and Licenses	On The Job Training, Skill Training Certificates, etc.
▪	▪	▪	▪	▪

## Suggested Elements for an Individual Career & Learning Plan

Middle school	High School
<ul style="list-style-type: none"> <li>▪ Personal Information</li> <li>▪ Activities, Clubs, other Groups</li> <li>▪ Personal interests and skills</li> <li>▪ Achievements and awards</li> <li>▪ Favorite and least favorite subjects</li> <li>▪ Occupations that sound interesting</li> <li>▪ Work or volunteer experience</li> <li>▪ Next steps course plan</li> <li>▪ Goals – short and long-term</li> <li>▪ Grade-specific assessments (state-requirements are shown in <b>red boldface</b>)               <ul style="list-style-type: none"> <li>▪ 6<sup>th</sup> Grade:                   <ul style="list-style-type: none"> <li>▪ <b>Standards Based Assessments (SBA) - Reading, Writing, Math</b></li> <li>▪ <b>WIN Courseware Placement Tests in Reading for Information, Applied Mathematics, and Locating Information</b></li> <li>▪ Career Clusters Interest Inventory</li> <li>▪ AKCIS Jr. Interest and Skills Inventories</li> <li>▪ Other career and/or academic inventory/assessments</li> </ul> </li> <li>▪ 7<sup>th</sup> Grade:                   <ul style="list-style-type: none"> <li>▪ <b>Standards Based Assessments (SBA) - Reading, Writing, Math</b></li> <li>▪ <b>TerraNova Norm Referenced Test</b></li> <li>▪ Career Clusters Interest Inventory</li> <li>▪ AKCIS Jr. Interest and Skills Inventories</li> <li>▪ Other career and/or academic inventory/assessments</li> </ul> </li> <li>▪ 8<sup>th</sup> Grade:                   <ul style="list-style-type: none"> <li>▪ <b>Standards Based Assessments (SBA) - Reading, Writing, Math, and Science</b></li> <li>▪ <b>WIN Courseware Placement Tests in Reading for Information, Applied Mathematics, and Locating Information</b></li> <li>▪ ACT Explore Test</li> <li>▪ Career Clusters Interest Inventory</li> <li>▪ AKCIS Jr. Interest and Skills Inventories</li> <li>▪ Other career and/or academic inventory/assessments</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Personal Information</li> <li>▪ Activities, Clubs, other Groups</li> <li>▪ Interests and skills</li> <li>▪ Achievements and awards</li> <li>▪ Work and volunteer experience</li> <li>▪ Certifications or credentials earned</li> <li>▪ Tech Prep and/or dual credit courses planned and completed</li> <li>▪ Next steps course plan for each year</li> <li>▪ Career and Technical Education Program of Study (CTEPS)</li> <li>▪ Update personal interests and skills inventories</li> <li>▪ Continued career research               <ul style="list-style-type: none"> <li>▪ Career clusters and pathways</li> <li>▪ Education and training requirements</li> <li>▪ Education/training programs availability, cost, entrance requirements, etc.</li> <li>▪ Labor market information</li> </ul> </li> <li>▪ Develop résumé and job application materials</li> <li>▪ Financial aid research and application</li> <li>▪ Complete paperwork for post-secondary options (application or enrollment forms, financial aid forms, transcript requests, etc.)</li> <li>▪ Goals – short and long-term</li> <li>▪ Grade-specific assessments (state-requirements are shown in <b>red boldface</b>)               <ul style="list-style-type: none"> <li>▪ 9<sup>th</sup> Grade                   <ul style="list-style-type: none"> <li>▪ <b>Standards Based Assessments (SBA) - Reading, Writing, Math</b></li> <li>▪ AKCIS Inventories and Assessments</li> <li>▪ Other career and/or academic inventory/assessments</li> </ul> </li> <li>▪ 10<sup>th</sup> Grade                   <ul style="list-style-type: none"> <li>▪ <b>Standards Based Assessments (SBA) – Science</b></li> <li>▪ <b>HSGQE/SBA</b></li> <li>▪ ACT Plan Test (pre-ACT test)</li> <li>▪ PSAT (pre-SAT test)</li> <li>▪ ASVAB Career Exploration Assessment</li> <li>▪ AKCIS Inventories and Assessments</li> <li>▪ Other career and/or academic inventory/assessments</li> </ul> </li> <li>▪ 11<sup>th</sup> Grade                   <ul style="list-style-type: none"> <li>▪ <b>ACT WorkKeys® Tests in Reading for Information, Applied Mathematics, and Locating Information</b></li> <li>▪ SAT and/or ACT</li> <li>▪ Accuplacer/Compass</li> <li>▪ AKCIS Inventories and Assessments</li> <li>▪ Other career and/or academic inventory/assessments</li> </ul> </li> <li>▪ 12<sup>th</sup> Grade                   <ul style="list-style-type: none"> <li>▪ AKCIS Inventories and Assessments</li> <li>▪ SAT and/or ACT</li> <li>▪ Accuplacer/Compass</li> <li>▪ Other career and/or academic inventory/assessments</li> </ul> </li> </ul> </li> </ul>