



DEVELOPING YOUR CAREER PLAN PACKET

10 Easy Steps to a New Career

Orientation Workshop on Career Planning
Tuesday and Thursday at 1:15 pm

Career Club – Completion of Research and Paperwork
Monday – Wednesday – Friday at 1:30 pm

Name _____

Customer ID# NJ _____

Address _____

Phone # _____

Email _____

**Camden County One-Stop Career Center
2600 Mt. Ephraim Avenue, Suite 105
Camden, New Jersey 08104
Toll Free # (877) 995-2600 or (856) 968-4200
OneStop@camdencounty.com**

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DEFINITIONS of TERMS USED in this PACKET

CareerScope Assessment Test

The CareerScope is a computerized assessment that will provide you with detailed feedback on your interests and aptitudes and how these may influence your thinking about potential careers. After you have taken the assessment, you will be given a report that describes the various occupational areas you may want to consider based on your interests and aptitudes.

Classification of Instructional Programs (CIP Code)

The CIP Code is a federally mandated code for all training programs. The code is used to determine if the job training program you are interested in attending is in demand.

Eligible Training Provider List (ETPL)

Job Training can only be sponsored at those schools listed on the New Jersey Eligible Training Providers List. To be eligible for funding through any federal, state or local governmental source, training providers and programs must be approved by the appropriate state agency. Only after they have been approved are they placed on the ETPL. Additionally, all proprietary schools, whether they intend to be funded through the One-Stop system or not, must be on the list.

Federal Pell Grant

For anyone requesting training through this agency, you must apply for a Pell Grant. A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded usually only to undergraduate students who have not earned a bachelor's or a professional degree. (In some cases, however, a student enrolled in a post-baccalaureate teacher certification program might receive a Pell Grant.) Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added. Application information is available online at www.fafsa.ed.gov.

Test of Adult Basic Education (TABE)

The Test of Adult Basic Education or TABE is administered to adult learners enrolling in continuing education or who are seeking certain types of jobs. Although the TABE is not a pass/fail test, receiving an adequate score on the test can mean the difference between being required to take remedial classes before receiving a vocational training grant or not. The test is approximately 3 hours long and must be taken if you have less than 60 college credits to be considered eligible for training.

Training Provider

Any school listed on the New Jersey Eligible Training Providers List and has contracted with Camden County to provide training.

Ten Steps to the Career Planning Process

Step 1: Attend an Orientation Workshop on Career Planning

This orientation is an overview on the Career Planning process and the steps necessary to obtain a training grant. This is a mandatory orientation if seeking funding through this agency.

- The orientation workshop is available on Tuesday and Thursday at 1:15 pm at the Camden County One Stop Career Center, Suite 105.
- Please enter your orientation date: _____

Step 2: Take a Good Look at Yourself

To get started, you need to learn as much as you can about yourself. Self-knowledge is the starting point for any career plan because you will need this information to determine if you should get further training or start a job search. If you go for training, understanding your interests and skills helps you select the right training program. When you are ready for job search, this same information will help you decide what job openings to pursue and will help you to develop your job search tools and strategies.

- What do you want to do? What are you qualified to do?
- What is your background and work history?
- To get started go to <http://online.onetcenter.org>
- Additional information will be made available during the orientation

Step 3: Know Your Interests and Skills

What interests you? What natural abilities do you have? Knowing your interests helps you identify jobs to research if you're considering a career change. It may also confirm for you that you are interested in staying in the same career or in the same occupational area although in a different job. Keep an open mind as you explore since many of us have worked for years at jobs that don't really interest us anymore. When you're unemployed, that's the perfect time to consider other options.

- Schedule an appointment by calling Toll Free # (877) 995-2600 or (856) 968-4200 to take the CareerScope assessment test. This is a great tool to help assess your interests and aptitudes.

Step 4: Educational Background

Most businesses expect their employees to have basic skills and a minimum of a high school diploma or G.E.D. The skills employers look for include reading, writing, mathematics, speaking, and listening. If you have an associate's degree or higher, your academic credentials are evidence of your skills in reading, writing and math. If you have less than 60 credits of college work, then it is required that you take a basic skills assessment test called the TABE.

- Schedule an appointment by calling Toll Free # (877) 995-2600 or (856) 968-4200 to take the TABE. You must take this test if you are interested in training and have fewer than 60 college credits.

Step 5: Choose a Career Goal

To make an informed career decision, you not only need information about yourself, but also your options. You also need to know how to use the information you're getting. So here are some tips on how to use and evaluate your research.

- Don't automatically assume that you will be able to find employment in your previous occupation and that therefore research is unnecessary. Different companies have different requirements and, especially if you've worked some place for a while, your skills may need to be updated.
- If you weren't particularly happy at your previous job, consider the possibility of working in another industry or of using your skills in another kind of job. Now's the time to keep an open mind and research will help you see some of those options.
- Try to get as much LOCAL occupational information as possible—what are the salaries in this area? What are the numbers of job openings? Which companies are hiring? The more you know about local conditions, the better able you are to make a good decision.
- While the Internet can be a good place to start with your research, talking to people is probably your best source of information. Consider setting up informational interviews with people who do the kind of work you are considering. Talk to people who hire those kinds of people. This will get you more detailed and "real" information to use in making a decision.

- Don't just think about money when you're considering an occupation. While salary is important, so are things like how much you'll like the job, how well it fits in with your goals and lifestyle, etc.
- If you're considering the possibility of training, research programs carefully. Make sure that local employers hire people with the education and background you're considering.

Step 6 An Occupation in Demand

If you are considering seeking funding for training from the One-Stop Career Center, you **MUST** visit the State of New Jersey website at: <http://lwd.dol.state.nj.us> to determine if the occupation you are interested in is listed on the Demand Occupation List. At the site click on the link to **Labor Market Information** in left hand column then click on **Labor Demand Occupations**. Click on **Labor Demand Occupations - Quick Search**. This will open up the **Data Tools – Labor Demand Occupations** window.

In the select area type(s) block, select **Workforce Investment Board**. In the select area(s) block, select the **appropriate WIB area**. In the select clusters block, select the **appropriate Job Clusters**, and click **Continue**. This will bring you to the Demand Page.

- Is the job in demand in Camden County? Yes or No
- Is the job in demand statewide? Yes or No
- Is the job in demand in another NJ county? Yes or No

If yes, please list _____

- Print and attach a copy of the results for your career counselor appointment

Step 7 Contact Employers

In order to be considered for training, you must contact a minimum of three potential employers hiring for the career you have chosen. This will provide you with the knowledge of what businesses are looking for and give you the inside track of what distinguishes you from other job candidates once you have completed your training.

- Complete a **Research on Jobs Worksheet** for each employer you meet
- Three worksheets are required and included in this packet for your convenience

Step 8 **Selecting Your Training Provider**

You need to research school training options and compare schools on the training you are interested in taking to further your career.

- Go to **www.njtrainingsystems.org** and click on the button to get started and search for training.
- You can search for a program either based on a specific occupation or in a general occupational area. You may also add your zip code to get information on training programs within commuting distance for you. You can also search by school if you have one in mind.
- From this website you will be able to get basic information about the school and program. You should then select at least TWO schools to contact.
- Call the school and speak with an admissions representative about the program and to arrange for an appointment to visit the school and get additional information including Pell Grants if applicable.
- Print out the ETPL and Provider Pages for your top 2 choices of training providers.
- Complete the **Occupational Training Research Worksheet** included in this packet. It consists of 3 pages for both top training provider choices.
- Complete **Final Training Selection Worksheet**

Step 9 **Explore Additional Options to Pay for School**

The One-Stop Career Center can potentially pay for up to \$4,000 of training costs if eligible. In some cases, this may not cover the full cost of tuition, books and supplies. To explore other resources to pay for school, go to:

- **www.fafsa.ed.gov** - This is the Free Application for Federal Student Aid (FASFA)
- **www.njhesaa.org** - This is New Jersey's financial aid site. Click on the link for Students and Parents and use the Aid tools to see how much financial aid you may qualify for to attend school
- **www.acinet.org** and click on the link to the Financial Aid Advisor. Follow the instructions to get information on financial aid for which you may be eligible

Step 10 Make an Appointment to Meet with a Career Counselor

A Certified Vocational Counselor will meet with you individually and review your education, training, work experience, interests and aptitudes, and other factors that could impact your future career choices and achieve your ultimate career goals.

- This can be done by attending a Career Club session at which time your packet will be reviewed and a counseling appointment given to you.
- You can also drop off your completed Career Plan packet at the front desk at the One Stop Career Center at Suite 105 for your information to be reviewed. You will then be called to schedule a counseling appointment.
- Make sure you make a copy of your completed packet for your records before submitting.
- Make sure all required print outs are attached

**If you followed each step, you should now
be ready to turn in your Career Plan Packet**

Contact Us as Soon as Possible

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Research on Jobs Worksheet

THREE (3) OF THIS FORM REQUIRED

Requirements: Visit at least three employers. Explain that you are not looking for a job; you are there to learn more about the kind of job for which you are considering classroom training. Fill out a worksheet for each employer interview.

Job Title: _____

Employer: _____

Description of job Tasks: _____

Requirements for Performing Job (any license, certificate, registration, etc., necessary):

Special Skill Prerequisites (speed; accuracy; abilities; education; knowledge of special machinery, instruments or tools needed; etc.):

Working Conditions: Hours per week: _____ Starting wages per hour: \$_____

Chance of getting a job at this employer, and other notes:

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Occupational Training Research Worksheet

Name: _____ Date: _____

Occupation: _____

	Training Selection #1	Training Selection #2
Name of School		
Contact Info for School Address Phone Number Contact Person		
Name of Program Include CIP Name and CIP Code from the ETPL <i>PRINT PAGE</i>		

	Training Selection #1		Training Selection #2	
Program Description/ Skills Taught in Program				
Credential Earned				
Program Start/ End Dates & Length of Program Alternate Start Dates				
Application Deadline Date				
Cost of Program (including books, fees, application fees, etc.)				
Financial Aid	Pell Grant	\$	Pell Grant	\$

	Training Selection #1		Training Selection #2	
Resources (Must apply for Pell Grant and attach financial aid decision)	See www.fafsa.ed.gov		See www.fafsa.ed.gov	
	State Grants See www.njhesaa.org		State Grants See www.njhesaa.org	
	Other Grants and Scholarships	\$	Other Grants and Scholarships	\$
	Personal Resources	\$	Personal Resources	\$
	One Stop	\$ 4,000.00	One Stop	\$ 4,000.00
	Student Loan	\$	Student Loan	\$
Advantages				
Disadvantages				

Attach a copy of the Program Results Tab from your training selection

Final Training Selection Worksheet

Based upon my research as documented in this plan, my final training selection is as follows:

School Selection: _____

School Address: _____

Course Selection: _____

Contact Person: _____

School Phone # _____

Course Start Date: _____ Course End Date: _____

Total Hours: _____

Course Schedule:

Monday _____ - _____ Tuesday _____ - _____

Wednesday _____ - _____ Thursday _____ - _____

Friday _____ - _____ Saturday _____ - _____

Total Course Cost: _____

Is Financial Aid Available? _____

I understand that my Career Plan does not guarantee that I will receive a grant for training through the Camden County One-Stop Career Center (CCOS). I understand that this package will be reviewed by the Management Team and that I will be referred to next appropriate step in the process, based upon my Career and Employment Plan. I also understand that if I start training prior to receiving written approval for a grant, I will not receive the grant funding through the CCOS and I will be responsible for all training costs.

Customer Signature _____

Date: _____

Print Name: _____