



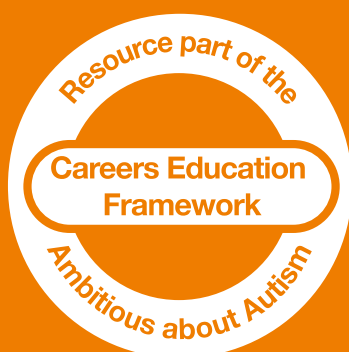
Careers action plan template

This template can be used by a careers adviser to summarise careers discussion. It includes actions that the autistic young person has agreed to take to achieve their career goals.

How should this template be used?

The Careers action plan can be written with the young person or completed after the careers meeting.

The careers adviser will send a copy of the Careers action plan to the young person and ask whether it can be shared with the school/college. You should be clear about how the Careers action plan will be used, e.g. this document, if shared, may be used in your annual review and/or in conversations with staff about careers and employability.



Careers action plan

Name: Date:

Careers adviser:

 Discussion summary

 Focus of the careers meeting





Choosing options



Key learning points from discussion



Useful resources





Support for young person/employee





Action points

You will:

Timescales:



Signature and agreement of next steps



A completed example

Careers action plan

Name:

Date:

Careers adviser:

This should be a registered professional member of the Careers Development Institute.

Discussion summary

Focus of the careers meeting

- You are in the first year of your A levels and have seven GCSEs at grade 5 and above, including Maths, English and Business Studies (8).
- Your predicted grades are Business Studies (A) French (B/C) and Maths (D/C).
- Your favourite subject is Business and you have enjoyed the finance part of the course. You want to find out more about different business degree courses.
- You know that you do well if you enjoy/are interested in a subject, so the content of a course is important to you.
- You would like to do a degree with a work placement as part of the course.
- You want to find out how a degree course is assessed, as you prefer course work.
- You want the focus of this meeting to be about higher education and what is important to you when doing your research.





Choosing options

- You would like to go to university to study business.
- You have not thought about applying for a higher or degree apprenticeship but it sounds interesting to you, so you plan to look into it more.



Key learning points from discussion

Key Learning points from discussion

- The **UCAS subject guides** are good starting point to get an overview of what you might like to study. We looked at the UCAS subject guides **Business and management studies/Accounting and Finance**, which have information about degree courses and apprenticeships.
- You can select five courses to apply for on the UCAS form, based on your predicted grades.
- When we looked at where you wanted to study, you wanted to be a maximum of two hours away from home.
- We went through how to research business course on the UCAS website.
- You want to attend **open days** so that you can find out more about the university campus and attend subject talks.



Useful resources

UCAS subject guides

- [Explore | UCAS](#) (videos you can watch)
- [UCAS Tariff Points – what are they and how do they work?](#)

Information about Disabled Students' Allowance

- [Disabled Students' Allowance - learn about eligibility \(ucas.com\)](#)

Website to help research degree courses

- [Compare the Best University Degrees Courses UK | Whatuni](#)

Prospects careers service

- This article provides ideas about what you can do with a business degree.
[What can I do with a business management degree? | Prospects.ac.uk](#)





Support for young person/employee

- You can **contact the university** student service/support/disability team to find out what they can offer autistic students settling into student life and studies.
- You can apply for the **Disabled Students' Allowance**.
- Some universities offer transition course for autistic students to help with starting university. Check with each university to find out if they do.





Action points

You will:

- Research different degree courses, using the website links embedded in this document, university websites and school resources.
- Write a short list of university courses that you would like to apply for. Note down their location, course content, work placement and assessment process.
- Find out about dates for your preferred universities' open days and sign up to attend.
- Speak to the university student service/support/disability team to find out what they offer autistic students settling into student life and studies.
- You can apply for the **Disabled Students' Allowance**.
- Attend talks at school about apprenticeships and if you want to know more, book another careers meeting with the school careers adviser.

Timescales:



Signature and agreement of next steps

_____ verbally agreed that this careers meeting summary can be shared with _____ and may be used in my annual review and in conversations with staff about careers and employability.



We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

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