1. **Transition from school to work**
   
   A. Work phases in life  
   B. Current skills and interests  
   C. Life and career goals  
   D. The need to plan to achieve goals  
   E. Identifying pathways to achieve life and career goals  

2. **Exploring career and life choices**
   
   A. The range of employment opportunities  
   B. Educational opportunities  
   C. Relationships between education, work and standard of living  

3. **Assessing specific work and life situations**
   
   A. Present work and life plans and aspirations  
   B. Achievements and personal best results  
   C. Workplace skills, personal attributes, employment interests and further education  
   D. Family and community commitments  

4. **Identifying future aspirations**
   
   A. Life goals  
   B. Simple, realistic and achievable career and life goals  

5. **Developing a career plan**
   
   A. Elements of a career plan  
   B. Support for a career plan  
   C. Job application process  
   D. Implementing, monitoring and revising a career plan  
   E. Seeking assistance