

School Year _____

PLCP Completion Plan



AKCIS MODULES	GRADE LEVEL						
CAREER & EDUCATION EXPLORATION	6	7	8	9	10	11	12
SORT AND ASSESSMENT RESULTS							
Career Cluster Inventory							
Interest Profiler							
SKILLS							
Work Importance Locator							
Learning Styles Survey							
Reality Check							
Entrepreneurial Career Assessment Form							
Employability Skills Survey							
FAVORITES							
Favorite occupations							
<i>Minimum number of occupations</i>							
Favorite programs of study							
<i>Minimum number of programs of study</i>							
Favorite Alaska Schools and/or US Colleges and Universities							
<i>Minimum number of schools</i>							
Favorite Financial Aid							
<i>Minimum number of scholarships</i>							
Favorite Career Cluster							

COURSE PLANNER	6	7	8	9	10	11	12
Course Plan: Grade 8							
<i>Minimum number of credits</i>							
Course Plan: Grade 9							
<i>Minimum number of credits</i>							
Course Plan: Grade 10							
<i>Minimum number of credits</i>							
Course Plan: Grade 11							
<i>Minimum number of credits</i>							
Course Plan: Grade 12							
<i>Minimum number of credits</i>							
AKCIS JUNIOR CAREER PLAN REPORT	6	7	8	9	10	11	12
List five things you like to do.							
List one thing you want to learn to do.							
List three qualities that help you be successful in school, community and home.							
List one personal quality you want to improve on to be more successful.							
List one thing you want to do in the future.							
Name five skills you like to use.							
List two people who helped you learn these skills.							
List one thing you want to learn to do.							
List the names of two businesses in your community you want to learn more about.							
List three things a town must have for you to live there.							
List activities, clubs or hobbies you want to try before high school.							
Favorite career cluster(s).							
List four or five working conditions most important to you.							
List rewards you want from work.							
Write down your career goal.							
List courses you will take in high school to achieve your goal.							
List what you will do after high school to achieve your career goal.							

AKCIS CAREER PLAN REPORT	6	7	8	9	10	11	12
KNOW MYSELF							
Reflection on personal characteristics, interests and preferences							
Reflection on career assessment results							
Reflection on favorite career cluster							
RESEARCH MY OPTIONS							
Reflection on favorite occupation(s)							
Preparation requirements for favorite occupation(s)							
EVALUATE MY OPTIONS							
Reflection on career research							
Reflection on setting goals and making decisions							
SET GOALS							
Personal goals							
Academic goals							
Career goals							
Enrichment goals							
MY EDUCATION PLANS							
Education plans after high school							
High school courses							
Extracurricular activities							
Other education plans							
MY EXPERIENTIAL LEARNING PLANS							
Experiential learning							
Exploration/Job shadowing							
Mentoring							
Internship							
Community service learning							
MY FINANCIAL PLANS							
Financial plans now							
Financial goals							
Reflection on financial research							
MY ACTION PLAN AND SUPPORTS							
Action plan now							
Long-range plans							
Support system							

RESUME CREATOR	6	7	8	9	10	11	12
EDUCATION AND TRAINING							
Education history							
Licenses and certificates							
Workshops and training							
Standardized tests							
PAID AND UNPAID WORK							
Work History							
Volunteer experience/community service							
<i>Minimum number of hours</i>							
ACHIEVEMENTS, ACTIVITIES AND SKILLS							
Achievements (awards, certificates, scholarly work or presentations)							
Activities (clubs, community service, leadership, etc.)							
<i>Minimum number of activities</i>							
Skills (equipment, language, software, etc.)							
<i>Minimum number of skills</i>							
CONTACT INFORMATION AND REFERENCES							
Personal information							
References							
APPLICATION TRACKER	6	7	8	9	10	11	12
BEFORE APPLYING							
Track entrance exams (ACT/SAT)							
Meet with advisor and counselors							
<i>Minimum number of meetings</i>							
Apply for scholarships							
<i>Minimum number of applications</i>							
Visit schools and/or training programs							
Go to college/career fairs							
APPLY							
Track applications							
Submit FAFSA							
AFTER APPLYING							
Track acceptance							
Track financial aid status and deadline							
Track housing application							

OTHER CAREER PLANNING ACTIVITIES	6	7	8	9	10	11	12
Complete or update cover letter							
Complete or update interviewing skills							
Practice interviewing							
Practice for SAT/ACT *							
Practice for Advanced Placement exams *							
Complete college planning checklists							

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