

Career planning tool



A reflective planning tool for trainers and assessors in Vocational Education and Training (VET) automotive and mining contexts.

Part of the AUSMASA Trainer and Assessor VET Career Framework

Name: _____

Role: _____

Date: _____

Career stage (approximate): _____

About this tool

This tool is designed to support reflection and career development. It is not a performance document, there are no right or wrong answers, and it is not intended to be submitted or assessed.

It has been developed to help you think more clearly about where you are in your VET career, what you want from it, and the opportunities and pathways available to you. Careers in VET are often shaped by participation, experience and opportunity rather than deliberate planning, which can make it easy to focus only on the immediate demands of the role without stepping back to consider the bigger picture.

Working through the prompts, even briefly, can help you prepare for career conversations with your manager, identify areas for development, or simply clarify what is and is not working for you at this stage of your career.

You can complete the tool in one go or return to it over time. Keep it somewhere accessible and revisit it as your role, interests and goals evolve.

Where are you now?

Before thinking about where you want to go, it helps to get a clear picture of where you are. Use the prompts below to reflect on your current role and what it is giving you.

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Your role and contribution

What does your current role involve? Include everything you do, not just your teaching load. Think about mentoring, compliance, curriculum work, industry engagement, team support and anything else you contribute.

What are you most confident in right now? What do you do well that others in your organisation value?

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What is working and what is not working?

What aspects of your work give you the most satisfaction? What keeps you coming to work?

What is making the role harder than it needs to be right now? Is there anything that is draining your energy or making it difficult to stay engaged?

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Recognition

Do you feel your contribution is recognised? Through your title, your workload allocation, your pay or the way you are included in decisions. Is there a gap between what you contribute and what is formally acknowledged?

What do you want?

This section is about aspiration. There are no wrong answers, and it is okay if you don't yet know OR if you want something different from what your organisation currently offers. The point is to be honest with yourself about what you want from your career in VET.

Your longer-term direction

Do you see yourself continuing as a trainer and assessor long term, or do you aspire to move into other areas such as leadership, management, curriculum, compliance or specialist roles? It is fine to say you are not sure yet.

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What would a satisfying career in VET look like for you in three to five years? What would you be doing, and what would be different from now?

What interests you?

VET careers can develop in many directions beyond classroom delivery. The list below describes some of the lateral and vertical pathways available. Tick or circle anything that interests you, even if it feels out of reach right now.

The Exploring Career Pathways in VET resource sets out the range of roles and positions available across 4 career stages and 7 areas of contribution, including delivery and assessment, curriculum, mentoring, compliance, industry engagement, leadership and roles beyond a single RTO. Refer to that resource to explore the landscape, then use the prompt below to note what interests you.

Are there roles or areas from the VET Career Pathways resource that interest you? Note them here, including anything that feels out of reach right now.

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What are you building?

Careers in VET are often shaped by reputation and relationships as much as by formal qualifications. This section helps you think about what you are building and where there might be gaps.

Your professional networks

Who are your key internal connections? Colleagues, managers, and mentors who know your work and could support your development or recommend you for opportunities

What external connections do you have? Industry contacts, people in other RTOs, sector networks, advisory groups? Are there networks you would like to develop?

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Your qualifications and credentials

What qualifications and credentials do you currently hold? Are there qualifications that would support where you want to go that you have not yet pursued? Refer to the qualifications pathways resource in Theme 1

Making your contribution visible

Many of the contributions trainers and assessors make are invisible to the organisation, particularly if they have not been explicitly documented or included in role descriptions. Visibility matters because opportunities often go to people who are known and whose capabilities are understood.

Is there work you are doing that your supervisor or manager may not be fully aware of? Is there anything you could do to make that contribution more visible?

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Have you had a career conversation with your supervisor recently? One that went beyond day-to-day performance to cover your aspirations and longer-term options. If not, would you like to initiate that conversation?

Your next steps

Use this section to identify one or 2 things you want to do differently or pursue in the coming months. Keep it realistic; a small, concrete step is more useful than an ambitious plan that is hard to start.

Based on your reflections above, what is one thing you want to do or change in the next 3 months?

Is there a conversation you want to have with your supervisor, a mentor or a colleague that would help you move forward? What would you want to raise?

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Is there any development, qualification or experience that would support where you want to go? What is a realistic first step toward that?

When do you want to review this and check in with yourself on how things are progressing?

Learn more about the Trainer and Assessor VET Career Framework

Explore more practical tools, guides and resources supporting VET capability, wellbeing, industry engagement and career development