

# LEAVING SCHOOL EXIT PLAN.

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## Before you start, check that you:

- have a clear idea about what you want to do when you leave school
- have spoken to your parents, teachers, careers adviser, guidance counsellor or dean about your plan to leave school.

## 1. What will you do when you leave school?

Write your goal(s) and a target date for each one below:

Goal	Target date
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### Tip:

Make sure your goals follow the **SMARTER** principle:

**Specific Measurable Achievable Relevant Timed Evaluated Reviewed**

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## 2. Who can help you reach your goal(s)?

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### Tip:

To get help from a careers expert, chat online at [www.careers.govt.nz](http://www.careers.govt.nz)



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## 3. What do you need to do before you leave school?

Check that you have:

your record of achievement and NCEA results notice

school reports and/or portfolios of work

evidence of work experience

school certificates, medals or awards

references or testimonials from current teachers, dean or principal

paid any outstanding school fees

handed in your school textbooks

sold your school uniform (optional)



### Tip:

It's a good idea to keep all your important documents together in one place, for example in a folder.

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## 4. If you are going into work, are you prepared?

Check that you have:

an up-to-date CV

an IR number (tax number)

a driver's licence

a bank account

interview and work clothes

transport to and from work

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## 5. If you are going into study, are you prepared?

Check that you have:

enough NCEA credits for course entry

enrolled as a student

applied for scholarships

applied for Fees-free or other funding

arranged student accommodation if you need it

taken note of orientation and course start dates

registered with Student Job Search if you want to do some part-time work



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### 6. If you are going into work-based training, are you prepared?

Check that you have:

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|--|---|
| enough NCEA credits for entry into training                            | interview and work clothes                            |
| an up-to-date CV to apply for work-based training or an apprenticeship | contacted the relevant industry training organisation |
| an IR number (tax number)  | applied for a scholarship                             |
| a driver's licence   | applied for Fees-free or other funding                |
| a bank account   | transport to and from work                            |
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### 7. If you are taking time out, are you prepared?

Think through the following:

- what will you do and achieve with your time out?
  - how will you make this happen?
  - what will you do for money during this time?
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### Useful links

- **NZQA website** – find out your student record
- **Fees-free website** – find out ways to fund your study
- **Studylink website** – find out about ways to fund your study

