

Career Guidance & Work Readiness

A guided workbook to help youth discover their interests, explore local career options, and build practical education pathways. Includes six sessions covering self-discovery, vocational vs. professional careers, role models, mapping education, goal setting, and work readiness skills.

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Introduction & Overview

This section explains what the course is about and why it matters. It shows how career planning and basic work skills help learners get ready for jobs. The goal is to build confidence and make the move from learning to working easier.

Introduction

Welcome to the Career Guidance & Work Readiness Transition Program! WeLive Foundation has created this workbook to help you explore who you are, understand the world of work, and build a clear, realistic plan for your education and career after leaving the Children's Care Institution (CCI).

Growing up and stepping into independent life can feel overwhelming, especially when it comes to choosing a career path. This workbook breaks that journey into six simple, easy-to-follow sessions, from discovering your interests and personality, to mapping realistic education pathways, building a support system, and finally preparing for job interviews and real-world action. Each session builds on the one before it, so it is important to complete them in order.

There are no right or wrong answers in this workbook. It is a space for you to reflect honestly, dream big, and also plan practically with backup options ,because every strong plan needs a Plan B and a Plan C. We hope this workbook helps you feel more confident, informed, and ready to take charge of your future.

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Session	Title	Focus
Session 1	Discovering Myself	Understanding the difference between a job and a career, identifying personal interests, and taking a career personality quiz.
Session 2	The World of Work	Exploring local community jobs, understanding vocational versus professional career options, and matching careers to school subjects.
Session 3	Finding Inspiration & Support	Identifying personal role models, recognizing the qualities of success, and building a personal emotional, informational, and financial support team.

Session	Title	Focus
Session 4	Mapping Educational Pathways	Understanding post-10th standard paths (PUC streams, ITI, diplomas, or degrees), exploring distance learning (NIOS/IGNOU), and navigating financial aid, scholarships, and quotas.
Session 5	Goal Setting & Backup Plans	Choosing a stream, defining a core 'Plan A' career goal, and building reliable 'Plan B' and 'Plan C' backup plans.
Session 6	Work Readiness & Action	Practicing key job interview skills, building an actionable next-steps plan, and reflecting on career growth.

Session 1: Discovering Myself

This session helps learners understand their own strengths, interests, and values. It encourages self-reflection to identify personal skills and areas for growth. The goal is to build self-awareness as the first step toward career planning.

Part 1: Getting-to-Know-You Questionnaire

Instructions: Please answer honestly. There are no right or wrong answers! This just helps us understand where you are starting.

1. Do you know the difference between a job and a career?

☐ Yes ☐ No

Job means: _____

Career means: _____

2. Are you aware of how many years you might need to study for your chosen career?

☐ Yes ☐ No

3. What do you want to pursue in the future?

☐ Professional Course (e.g., Degree)

☐ Vocational Course (e.g., ITI, Diploma)

☐ Certificate Course

☐ I don't know yet

4. Have you heard of skill-based or vocational training before?

☐ Yes ☐ No

5. **How confident are you about choosing your career path?**

☐ Very confident ☐ Somewhat confident ☐ Not sure ☐ Not confident

Part 2: Know Yourself (Bio-Data & Interests)

Instructions: Fill in the details below. Think about what you truly enjoy doing!

Basic Details:

Name:

Age: _____ **Date of Birth:** _____

Address:

School: _____ **Class/Grade:** _____

My Interests:

Favorite Subjects: I like to study _____

11. Subjects I find difficult:

I don't really like _____

12. My Favorite Teacher:

Name: _____ **They teach** _____

13. My Hobbies:

In my free time, I love _____

My Big Goal:

14. My Big Goal:

I want to become a _____ because

Part 3: My Career Personality Quiz

Instructions: Read each statement below. Tick "Yes" if it describes you, or "No" if it does not. Count your "Yes" answers at the end of each section to find your top personality types!

Category & Statements	Yes	No
Category R (The Doer - Realistic)		
1. I like to fix broken things (appliances, cycles, or toys).	☐	☐
2. I enjoy spending time outdoors rather than sitting inside.	☐	☐
Category I (The Thinker - Investigative)		
3. I like to solve puzzles, riddles, or math problems.	☐	☐
4. I like doing science experiments to see how things work.	☐	☐
Category A (The Creator - Artistic)		
5. I enjoy drawing, painting, acting, or playing music.	☐	☐
6. I love writing my own stories, poems, or creating designs.	☐	☐
Category S (The Helper - Social)		
7. I enjoy teaching or helping friends and siblings with work.	☐	☐
8. I like listening to people and helping them solve problems.	☐	☐
Category E (The Persuader - Enterprising)		

Category & Statements	Yes	No
9. I like being the leader in school activities or group games.	☐	☐
10. I am good at debating, giving speeches, or convincing people.	☐	☐
Category C (The Organizer - Conventional)		
11. I like to keep my bag, books, and room very neat and organized.	☐	☐
12. I like making lists of tasks to do every day.	☐	☐

My Results:

Look at the categories above where you checked "Yes" the most.

15. My Top Personality Type is:

16. My Second Personality Type is:

Career Matching Activity

Instructions: Based on the descriptions in the quiz, match the careers below to the personality type you think fits best.

Career Example	Match Category (R, I, A, S, E, or C)
Mechanic	
Scientist	

[illegible]

Career Example	Match Category (R, I, A, S, E, or C)

Session 2: The World of Work

This session focuses on understanding careers and the world of work. Learners explore different job options, learn what skills employers look for, and think about how their own interests match with career paths. The aim is to build awareness before planning the next steps.

Part 1: Jobs in My Community

Instructions: Look around your own village, town, or district. What jobs do people do every day to keep the community running? Fill in the table below with jobs you see around you.

S.No	Job	What Do They Do?	Skills/Training Needed	Why Is This Job Important?
1	Caregiver	Helps take care of people in the care home.	Compassion, patience, basic healthcare skills.	Ensures the residents are well cared for.
2	Cook			
3	Cleaner			
4				
5				
6				
7				
8				
9				
10				

Part 2: Vocational vs. Professional Careers

Instructions: When planning your future, you can take different paths. Let's look at the difference between two main types of careers.

- **Vocational Careers:** These are highly practical, skill-based jobs. You usually learn these through short-term training, an ITI diploma, or hands-on practice.
- **Professional Careers:** These are academic-based jobs. You usually need to complete a 3-to-4 year university degree (like a BA, B.Sc, or B.Com) and sometimes higher studies.

Read through the two lists below. Circle two Vocational careers and two Professional careers that sound interesting to you.

List A: Vocational Careers

Career	Circle Your Choice
Electrician	☐
Plumber	☐
Mechanic	☐
Tailor	☐
Chef	☐
Beautician	☐
Carpenter	☐
Graphic Designer	☐

List B: Professional Careers

Career	Circle Your Choice
Doctor	☐
Teacher	☐
Engineer	☐
Lawyer	☐
Accountant	☐
Software Developer	☐
Nurse	☐
Social Worker	☐

My Choices

Two Vocational careers I find interesting:

- 1. _____
- 2. _____

Two Professional careers I find interesting:

- 1. _____
- 2. _____

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Read through the two lists below. Circle two Vocational careers and two Professional careers that sound interesting to you.

List A: Vocational Careers	List B: Professional Careers
Hairdresser	Accountant
Photographer	Architect
Fashion Designer	Journalist
Tailor	Doctor
Chef	Engineer
Fitness Trainer	Teacher
Sports Coach	Lawyer
Groundskeeper	Graphic Designer
Gym Instructor	Marketing Specialist
Carpenter	Research Scientist
Electrician	Psychologist
Welder	Software Developer

List A: Vocational Careers	List B: Professional Careers
Mechanic	Financial Analyst
Construction Worker	Urban Planner
Clerk	Environmental Scientist
Customer Service Representative	Pharmacist
Receptionist	Civil Engineer
Data Entry Clerk	Art Director
Nurse	Physical Therapist
Pharmacy Assistant	Business Consultant
Lab Technician	Social Worker
Social Worker	Historian
Shop Keeper	Economist
Sales Person	Anthropologist
Housekeeping	Sociologist

Part 3: Match Careers to Subjects

Instructions: Look at the Vocational and Professional career lists above. Think about what skills are needed for each job, then group the careers under the subject where those skills are most relevant. Write at least 2 careers under each subject.

Subject	Careers That Use This Subject
Math	1. _____ 2. _____
Science	1. _____ 2. _____
English	1. _____ 2. _____
Social Sciences	1. _____ 2. _____
Art	1. _____ 2. _____
Physical Education	1. _____ 2. _____

My Top Match:

Looking at this list, the career that best matches my favorite school subject
is _____

Session 3: Finding Inspiration & Support

This session helps learners identify role models who inspire them and understand the qualities that lead to success. It also guides them to build a personal support team for emotional, informational, and financial help. The aim is to show that career growth is easier with guidance and support from others.

Part 1: My Role Models

Instructions: A role model is someone whose behavior, success, or personality you look up to. They can be someone you see every day, or someone famous you have never met. Let's identify two people who inspire you.

Role Model 1 (Someone you know personally)	Role Model 2 (A famous or inspiring person)
Their Name:	Their Name:
Who are they? (e.g., Teacher, Warden, Friend)	Who are they? (e.g., Teacher, Warden, Friend)
What is their job or profession?	What is their job or profession?
Why do they inspire you?	Why do they inspire you?

Part 2: The Qualities of Success

Instructions: We often admire role models because of their specific traits and habits. Pick 4 qualities from the grid below and circle them.

Hardworking	Honest	Creative	Brave
Good Listener	Patient	Confident	Problem Solver
Kind to Others	Never Gives Up	Good Speaker	Organized
Willing to Learn	Helpful	Calm under pressure	Always on time

Reflection:

Write down one quality you circled that you already have: _____

Write down one quality you circled that you want to improve:

Part 3: Building My Support Team

Instructions: Nobody reaches their goals entirely alone. Think about the people in your life right now who can help with each type of support below.

Type of Support	Who can I ask for this support?	Why did you choose this person?
Emotional Support: Someone who will listen to you when you are stressed, encourage you, and stand by your choices.	1. 2.	1. 2.
Informational Support: Someone who can give you advice, help you find college forms, or guide you with their experience.	1. 2.	1. 2.
Financial Support: Someone who can help you understand scholarships, educational loans, or help pay for training/courses.	1. 2.	1. 2.

My Action Step:

Have you ever shared your career dreams with the people you listed above? ☐ Yes ☐ No

If not, pick one person from your Support Team list to talk to this week about your future goals!

Session 4: Mapping Educational Pathways

This session helps learners understand the different education options after 10th standard. It explains streams like Science, Commerce, and Arts, as well as vocational and distance learning choices. The aim is to guide learners in mapping clear pathways toward their career goals.

Part 1: Understanding Your Education Options

Instructions: After 10th standard (SSLC), you have different paths you can take to reach your career goal. Circle the one you think matches your goals best right now.

	Certificate Course	ITI / Diploma	University De
Time	A few weeks to 1 year.	1 to 3 years.	3 to 4 years.
What is it?	A short-term course focused on learning one specific skill quickly.	Practical, hands-on training for technical and vocational jobs.	Academic programs (lik B.Com) taught at a coll university.
Examples	Graphic Design Certificate, Basic Computer Skills, Spoken English.	ITI in Electrical, Diploma in Mechanical, Diploma in Nursing.	Bachelor of Commerce, Arts, Bachelor of Scienc

Part 2: Choosing Your Stream (PUC / 11th & 12th)

Instructions: If you decide to go to PUC after 10th, you will choose a "Stream," which is a group of subjects to focus on. Tick the box for the stream that includes your favorite subjects.

	Science Stream	Commerce Stream	Arts / Humanities Stream
	☐ Science Stream	☐ Commerce Stream	☐ Arts / Humanities Stream
Best for:	Careers in medicine, engineering, technology, and research.	Careers in business, banking, accounting, and management.	Careers in teaching, law, writing, social work, and government.
Core Subjects	Physics, Chemistry, Biology, Mathematics, Computer Science	Accountancy, Business Studies, Economics, Statistics, Computer Science	History, Political Science, Sociology, Psychology, Economics

Part 3: Step-by-Step Career Pathways

Instructions: Getting to your dream career is like following a map. Look at the pathways below: some require an ITI, others require entrance exams and multiple degrees. Notice the certifications you may need along the way.

Career Goal	The Education Pathway	Time Needed	Certifications
Doctor (Medical)	SSLC → PUC (Science) → MBBS → Specialization	12-15 years	NEET Exam, Medical License, Specialization Certificate
Electrician (Vocational)	SSLC → ITI Diploma in Electrical	2 years	Electrical Safety Certification, Apprenticeship Certificate
Graphic Designer (Certificate/Diploma)	SSLC → Diploma/Certificate in Graphic Design	1-2 years	Adobe Creative Suite Certification, Web Design Certification
Teacher (Multiple Degrees)	SSLC → PUC → Bachelor's in Education (B.Ed) → Master's (optional)(BA B.Ed., B.Sc. B.Ed., MA M.Ed., M.Sc. M.Ed.)	4-6 years	B.Ed Degree, Teaching Certification
Software Developer (Professional)	SSLC → PUC (Science) → Bachelor's in Computer Science (BCA)	4 years	Certifications in Programming Languages (e.g., Python, Java)
Entrepreneur (Degree)	SSLC → PUC / any → Bachelor's (optional) (BBA)	Varies (2-3 years for Bachelor's)	Business Management Certification, Entrepreneurial Courses

Map Your Own Pathway!

Now, try to map out the pathway for your dream career or another career of interest. Ask your facilitator if you need help!

My Career Goal	My Education Pathway	Time Needed	Certifications
	SSLC → _____		

Part 4: Open & Distance Learning Options

Instructions: If regular full-time college is difficult due to work, finances, or missed admission cycles, open and distance learning is a flexible and valid path to complete your education.

Option	What Is It?	Why It May Help You	Example Courses
IGNOU (Indira Gandhi National Open University)	India's largest open university. Offers Bachelor's, Master's, Diploma, and Certificate programs through distance/online mode.	You can study at your own pace while working. No need to attend daily classes: most exams and study material are provided by IGNOU regional/study centers.	BA, B.Com, BSc, BCA, Diploma in Early Childhood Care, Certificate in Computing
NIOS *(National Institute of Open Schooling)	A national board that allows students to complete Class 10 (SSLC) and Class 12 (PUC) through open schooling.	Best option if you missed regular school, need to retake an exam, or are studying while working. Flexible exam attempts across multiple years.	Secondary (Class 10), Senior Secondary (Class 12), Vocational Courses
State Open Universities (e.g., Karnataka State Open University)	State-run open universities offering degree and diploma programs similar to IGNOU, often at lower cost for state residents.	Useful if you want to study locally and prefer state-language support.	BA, B.Com, Diploma programs

Part 5: Financial Aid, Scholarships & Quotas

Instructions: Money and admission requirements should never stop you from pursuing your education. As a CCI youth, you may be eligible for special financial support and reserved seats. Read through the options below with your Facilitator and note down which ones apply to you.

A. Schemes Specifically for Care Leavers & Orphaned Children

Scheme	Who Is It For?	What It Offers
PM CARES for Children Scheme	Children who lost both parents/legal guardian/adoptive parents to COVID-19 or other causes covered under the scheme.	₹10 lakh corpus payable at age 23, ₹20,000/year education scholarship (Class 1-12), monthly stipend from age 18-23, free health insurance (₹5 lakh cover), free education support in select schools.
Mission Vatsalya – Aftercare Support	Youth (18-21 years, extendable) transitioning out of Child Care Institutions (CCIs).	Support for higher education, vocational training, scholarships, hostel/housing assistance, and help finding employment after leaving the CCI.
State Aftercare Schemes(e.g., Karnataka ICPS Aftercare)	Care leavers from CCIs in the respective state.	Accommodation, higher education and vocational training support, scholarships, and monthly financial assistance until independent settlement.

B. Caste-Based & Category Reservation (Quotas)

Instructions: Reservation quotas set aside a percentage of seats in colleges, universities, and government jobs for candidates from specific categories. Know your category. It can significantly improve your admission and job chances.

Category	Typical Reservation in Education & Government Jobs	Documents Usually Needed
Scheduled Caste (SC)	15%	Caste certificate issued by Tahsildar/Revenue Department
Scheduled Tribe (ST)	7.5%	Tribe certificate issued by Tahsildar/Revenue Department
Other Backward Classes (OBC – Non-Creamy Layer)	27%	OBC (Non-Creamy Layer) certificate, renewed periodically
Economically Weaker Sections (EWS)	10%	EWS certificate (for General category candidates with family income below ₹8 lakh/year, not covered under SC/ST/OBC)
Persons with Disabilities (PwD)	4-5%	Disability certificate from a government medical board

Note: Reservation percentages can vary slightly by state, institution, and whether it is a central or state-run college. Together, these quotas make up about 49.5-60% of seats in many government institutions. Ask your Facilitator or CCI Staff to help you find out your exact category and the reservation rules in your state.

Special Quotas for Orphans/Care Leavers: Some states and universities now offer additional reservation specifically for orphans, for example, a 1% quota in Maharashtra for education and government jobs, and a special orphan quota introduced by Guru Gobind Singh Indraprastha University (GGSIPIU). Many private universities (like LPU) also run their own Orphan Financial Aid Schemes offering full or partial fee waivers. Ask your Facilitator to check if similar quotas exist at

colleges you are interested in.

C. Scholarships & Fee Waivers

Scholarship/Aid	Where to Apply	What It Covers
National Scholarship Portal (NSP)	scholarships.gov.in	A single government portal listing central and state scholarships across categories (merit-based, minority, disability, income-based). Apply once and check which schemes you qualify for.
IGNOU Fee Exemption Scheme	IGNOU Regional Centre / Website	Full or partial tuition fee waiver for SC/ST students and low-income families on select undergraduate programs.
State Post-Matric Scholarships	State Social Welfare Department	Financial assistance for SC/ST/OBC/Minority students studying after Class 10, covering tuition, hostel, and maintenance costs.
University/College-Specific Aid (e.g., Orphan Financial Aid Schemes)	Individual college admission/financial aid office	Many colleges and universities offer dedicated fee waivers or scholarships for orphaned or single-parent students ; always ask the admissions office directly.

Many colleges and universities offer dedicated fee waivers or scholarships for orphaned or single-parent students ; always ask the admissions office directly.

D. My Financial Aid Checklist

Instructions: Work with your Facilitator or CCI Staff to identify which of these apply to you, and note down the documents you will need to collect in advance.

☐ I know my caste/category (SC/ST/OBC/EWS/General):

☐ I have (or am applying for) my caste/category certificate.

☐ I have registered on the National Scholarship Portal (scholarships.gov.in).

- ☐ I have collected my 10th/12th certificate and marksheet (if applicable).
- ☐ I have noted down my registration numbers for NIOS/IGNOU.
- ☐ I have recorded the phone number and email ID used for my applications.
- ☐ I have checked if I am eligible for PM CARES for Children Scheme.
- ☐ I have discussed Aftercare Scheme support with my CCI Staff.
- ☐ I have asked my target college/university about orphan-specific fee waivers or quotas.

My Category (SC/ST/OBC/EWS/General): _____

Scholarships/Aid I plan to apply for: _____

Reminder: Your Facilitator or CCI Staff can help you gather documents, fill forms, and apply for these schemes. Don't hesitate to ask for support; accessing financial aid is your right, not a favor.

Insti tutio n	Unit / Purpose	Phone Number(s)	Email ID	Website
NIOS	Learner Support Centre – all India (toll-free, admission/enrolment & general queries)	1800 180 9393	lsc@nios.ac.in	www.nios.ac.in
NIOS	HQ reception (central contact, can route calls)	0120 4089800	-	www.nios.ac.in
IGNOU	Centralised Student Registration Cell – online admission/registration help	011 29571528;011 29571301	csrc@ignou.ac.in	www.ignou.ac.in
IGNOU	Student Service Centre – general student enquiries (including enrolment issues)	011 29572513;011 29572514	ssc@ignou.ac.in	ignouadmission.samarth.edu.in

Institution	Unit / Purpose	Phone Number(s)	Email ID	Website
IGNOU	Generic university contact (central)	011 29571000 (telephone exchange)	ignou@ignou.ac.in	ignouiop.sarthak.edu.in/

Part 6: Quick Check

Instructions: Test your understanding of educational pathways with the questions below.

1. How long does a certificate course usually take?

- ☐ a) 1-3 years ☐ b) 3-4 years
- ☐ c) Few weeks to 6 months-1 year ☐ d) 2 years

2. Which of the following is a short-term course?

- ☐ a) MBA ☐ b) Certificate in Graphic Design
- ☐ c) PhD ☐ d) Bachelor of Science

3. Which path is most suitable if you want to become an Electrician?

- ☐ a) SSLC → PUC → MBBS
- ☐ b) SSLC → ITI Diploma in Electrical
- ☐ c) SSLC → BA → B.Ed
- ☐ d) SSLC → PhD

4. If you want to study while working, which option might be helpful?

- ☐ a) Only regular full-time college
- ☐ b) Open and Distance Learning through IGNOU or NIOS
- ☐ c) Stopping your education completely
- ☐ d) Waiting until you have enough money

5. What should you do if you are not sure which educational pathway is right for you?

- ☐ a) Choose randomly
- ☐ b) Give up on your career goal
- ☐ c) Talk to your Facilitator, CCI Staff, or a trusted person and explore your options
- ☐ d) Follow what someone else chooses without thinking about your own interests

Session 5: Goal Setting & Backup Plans

This session guides learners to set a main career goal and create strong backup options. It explains how to build a clear Plan A, while also preparing Plan B and Plan C for safety. The aim is to help learners stay confident and flexible even if their first choice changes.

Part 1: Acing the Job Interview

Instructions: Whether you are applying for a part-time job, a vocational training seat, or your dream career, you will need to interview! Speaking with confidence takes practice. Use the Sentence Starters to practice writing your own answers.

Interview Question	Sentence Starters (Fill in the blanks)
"What are your strengths?" <i>(What are you naturally good at?)</i>	"My biggest strength is that I am _____." Examples: responsible, a quick learner, hardworking, good with people.
"What is your weakness?" <i>(What do you struggle with, and how are you fixing it?)</i>	"I sometimes struggle with _____, but I am learning to improve by _____." Example: I sometimes feel shy, but I am learning to speak more by practicing with my friends.
"Why should we choose you?" <i>(Show them you are eager to work!)</i>	"You should choose me because I am _____ and I will work hard to _____." Example: I am responsible and I will work hard and learn quickly.

Part 2: My Action Plan

Instructions: Now that you have explored your interests, education pathways, and support systems, it's time to write down your concrete next steps.

Step 1 (Next 1 month):

Step 2 (Next 6 months):

Step 3 (Next 1 year):

Part 3: My Career Reflection

Instructions: Let's reflect on how your thinking has developed through this program. Please answer honestly.

1. Do you know the difference between a job and a career?

☐ Yes ☐ No

2. Are you aware of how many years you might need to study for your chosen career?

☐ Yes ☐ No

3. What do you want to pursue in the future?

☐ Professional Course (e.g., Degree) ☐ Vocational Course (e.g., ITI, Diploma) ☐ Certificate Course
☐ I don't know yet

4. Have you heard of skill-based or vocational training before?

☐ Yes ☐ No

5. How confident are you about choosing your career path?

☐ Very confident ☐ Somewhat confident ☐ Not sure ☐ Not confident

6. What is your Plan A career choice now?

7. What is one new thing you learned about yourself during this program?

Session 5: Goal Setting & Backup Plans in the Career Guidance & Work Readiness

This session guides learners to set a main career goal and create strong backup options. It explains how to build a clear Plan A, while also preparing Plan B and Plan C for safety. The aim is to help learners stay confident and flexible even if their first choice changes.

Part 1: Stream Selection

Worksheet

Reflection on Interests and Strengths

Instructions: Before choosing your stream, take a moment to reflect honestly on your interests and strengths.

1. Subjects You Love: List the subjects you enjoy the most.

2. Subjects You Are Good At: List the subjects you perform well in.

3. Dream Career: Write down your career aspirations.

4. College or University Goals: Identify the colleges or universities you aim to join.

Stream and Subject Preferences

Instructions: Review the three main streams below, including their common and elective subjects, to help you decide.

	Science	Commerce	Humanities/Arts
Common Subjects	English-Core, Environmental Education	English-Core, Environmental Education	English-Core, Environmental Education
Elective Subjects	Physics, Chemistry, Biology, Mathematics, Biotechnology, Geology, Computer Science, Economics, Statistics, Anthropology	Business Studies, Accountancy, Economics, Business Mathematics, Entrepreneurship, Multimedia and Web Technology	Political Science, History, Psychology, Sociology, Fine Arts, Advanced Languages, Music, Geography, Statistics

Optional NSQF Subjects (Available for All Streams):

- IT-ITeS
- Beauty and Wellness
- Physical Education
- Travel, Tourism, and Hospitality

· Others: _____

Music Group (Optional):

- Group A: Hindustani Vocal, Kathak Dance, Tabla, Violin, Sitar
 - Group B: Sattriya Vocal Music, Sattriya Dance, Khol, Music
 - Group C: Assamese Folk Music, Assamese Folk Dance
-

Decision Summary

Chosen Stream: _____

Chosen Elective Subjects: _____

Reason for Selection: _____

Part 2: Defining My Plan A (The Dream Career)

Instructions: Your "Plan A" is your top career goal. Fill in the details for your top career choice below. Ask your facilitator if you need help!

1. My Career Choice:

2. What stream or course do I need after 10th?

3. What degree or training do I need after PUC?

4. Total number of years of education needed:

5. Will I need to travel or stay in a hostel for this?

☐ Yes ☐ No

Part 3: Building Plan B & Plan C (My Backup Plans)

Instructions: Sometimes things outside our control can delay or change Plan A. Having a Plan B and Plan C keeps you moving forward no matter what!

- **Plan B could be a different career in the same field, or an alternative course.**
- **Plan C could be a short-term vocational course that lets you start earning quickly.**

Plan B (Alternative Choice)	Plan C (Short-Term/Vocational Backup)
Career Choice: _ _____	Career Choice: _____ _____
Course Needed: _ _____	Course Needed: _____ _____
Years Needed: _ _____	Years Needed: _____ _____

Part 4: What If Things Don't Go As Planned?

Instructions: Everyone wants to do well in their 10th-grade exams, but sometimes life doesn't go exactly as expected. If your results aren't what you hoped for, your future does not end there! Tick all the options you are willing to try.

- ☐ Write the supplementary exam.
 - ☐ Enroll in a short-term or vocational course that doesn't need high 10th marks.
 - ☐ Take a break, prepare, and write the 10th exam again next year.
 - ☐ Talk to a teacher, counselor, or family member for guidance.
 - ☐ Look for part-time work while studying (part-time study / part-time work).
-

My Promise to Myself:

If I face a challenge or don't score what I expected, the first person on my Support Team I will talk to is

Session 6: Work Readiness & Action in the Career Guidance & Work Readiness

This session prepares learners to step into the world of work with confidence. It focuses on practicing interview skills, planning clear next steps, and reflecting on personal career growth. The aim is to help learners turn their plans into action and be ready for real opportunities.

Part 1: Acing the Job Interview

Instructions: Whether you are applying for a part-time job, a vocational training seat, or your dream career, you will need to interview! Speaking with confidence takes practice. Use the Sentence Starters to practice writing your own answers.

Interview Question	Sentence Starters (Fill in the blanks)
"What are your strengths?" <i>(What are you naturally good at?)</i>	"My biggest strength is that I am _____." Examples: responsible, a quick learner, hardworking, good with people.
"What is your weakness?" <i>(What do you struggle with, and how are you fixing it?)</i>	"I sometimes struggle with _____, but I am learning to improve by _____." Example: I sometimes feel shy, but I am learning to speak more by practicing with my friends.
"Why should we choose you?" <i>(Show them you are eager to work!)</i>	"You should choose me because I am _____ and I will work hard to _____." Example: I am responsible and I will work hard and learn quickly.

Part 2: My Action Plan

Instructions: Now that you have explored your interests, education pathways, and support systems, it's time to write down your concrete next steps.

Step 1 (Next 1 month):

Step 2 (Next 6 months):

Step 3 (Next 1 year):

Part 3: My Career Reflection

Instructions: Let's reflect on how your thinking has developed through this program. Please answer honestly.

1. Do you know the difference between a job and a career?

☐ Yes ☐ No

2. Are you aware of how many years you might need to study for your chosen career?

☐ Yes ☐ No

3. What do you want to pursue in the future?

☐ Professional Course (e.g., Degree) ☐ Vocational Course (e.g., ITI, Diploma) ☐ Certificate Course
☐ I don't know yet

4. Have you heard of skill-based or vocational training before?

☐ Yes ☐ No

5. How confident are you about choosing your career path?

☐ Very confident ☐ Somewhat confident ☐ Not sure ☐ Not confident

6. What is your Plan A career choice now?

7. What is one new thing you learned about yourself during this program?
