

Career Planning		
Plan Item	Formerly Known As / Abbreviation	Definition
Apply to Institution		This plan item is selected when it is agreed that an individual will apply to/and or enrol in an educational institution to obtain education/training needed to secure and/or to seek employment. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Attend Appointment		This plan item is selected when it is agreed that an individual will arrange an appointment with the person(s) responsible to provide the needed support. For example career consultant, Doctor, counsellor, school, service manager, bank, etc. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Attend Workshop		This plan item is selected when it is agreed that an individual will attend a workshop to increase/acquire skills, knowledge and information. Workshops are a group activity that emphasize a member's involvement and participation. The topics covered may include but are not limited to self-development, employment retention, job search, career and educational planning. The plan item start date is set to reflect the expected workshop start date. The plan item end date is set to reflect the expected workshop completion date. An outcome of complete indicates that the workshop was completed. An outcome of incomplete indicates that the workshop was not completed.
Complete Career Investigation Report	Complete CIR	This plan item is selected when it is agreed that an individual will complete a Career Investigation Report (CIR). The report will contain information to demonstrate that the proposed training identified will support the occupational goal selected. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Complete Employability Assessment	Complete EMP Asmt	This plan item is selected when it is agreed that an individual will participate in an Employability Assessment which will identify their strengths and needs and the programs and services that may assist them in the pursuit and achievement of their goal. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.

Complete Service Needs Determination	Complete SND	This plan item is selected when it is agreed that an individual will participate in a Service Needs Determination (SND) Assessment to identify the individual's need for career, training, employment services, and/or financial support. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Conduct Follow-up	Complete Follow up	This plan item is selected when it is agreed that a follow-up interview will be conducted after the completion of a Service Plan. The responsible Service Manager will update this plan item and include the outcome at the specified interval, verify and/or update the Education screen and if an individual identifies that they have found employment, the Employment screen. The plan item start date is set to reflect the expected follow up due date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the follow up interview was completed. An outcome of incomplete indicates that the follow up interview was not completed or attempts to contact were unsuccessful.
Make a Decision		This plan item is selected when it is agreed that an individual will make a decision after considering the options (career goal, training options) and their consequences. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Obtain Information		This plan item is selected when it is agreed that an individual will obtain information about the resources available to address an identified information need. For example employers, employees, associations and other sources of occupational, educational and labour market information, etc. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Participate Job Shadow		This plan item is selected when it is agreed that an individual will participate in a job shadow organized by an institution/organization as an information gathering/awareness activity. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.

Research Funding		This plan item is selected when it is agreed that an individual will seek and report on information about various funding options available (grants, loan, government subsidy, childcare, etc.) to address identified financial needs. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Research Institution		This plan item is selected when it is agreed that an individual will seek and report on information about educational institution(s) (program and services, courses, infrastructure, reputation, success rate, etc.) to assist the decision making process. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Research Occupations		This plan item is selected when it is agreed that an individual will seek and report on information about an occupation(s) to gain further understanding of skills, abilities, knowledge and training required. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Research Prerequisites	Determine Prereqs	This plan item is selected when it is agreed that an individual needs to research the level of education, experience and other pre-requisites needed to enter the desired training program/occupation. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Waive International Qualification Assessment Service Fee	Waive IQAS Fee	This plan item is selected when it is agreed that an individual with foreign educational credentials will complete an application to have an International Qualification Assessment Service completed and it is recommended that the associated fee be waived. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of approved indicates that the service fee was waived. An outcome of not approved indicates that a waiver of the fee was not granted. An outcome of incomplete indicates that a decision could not be reached.