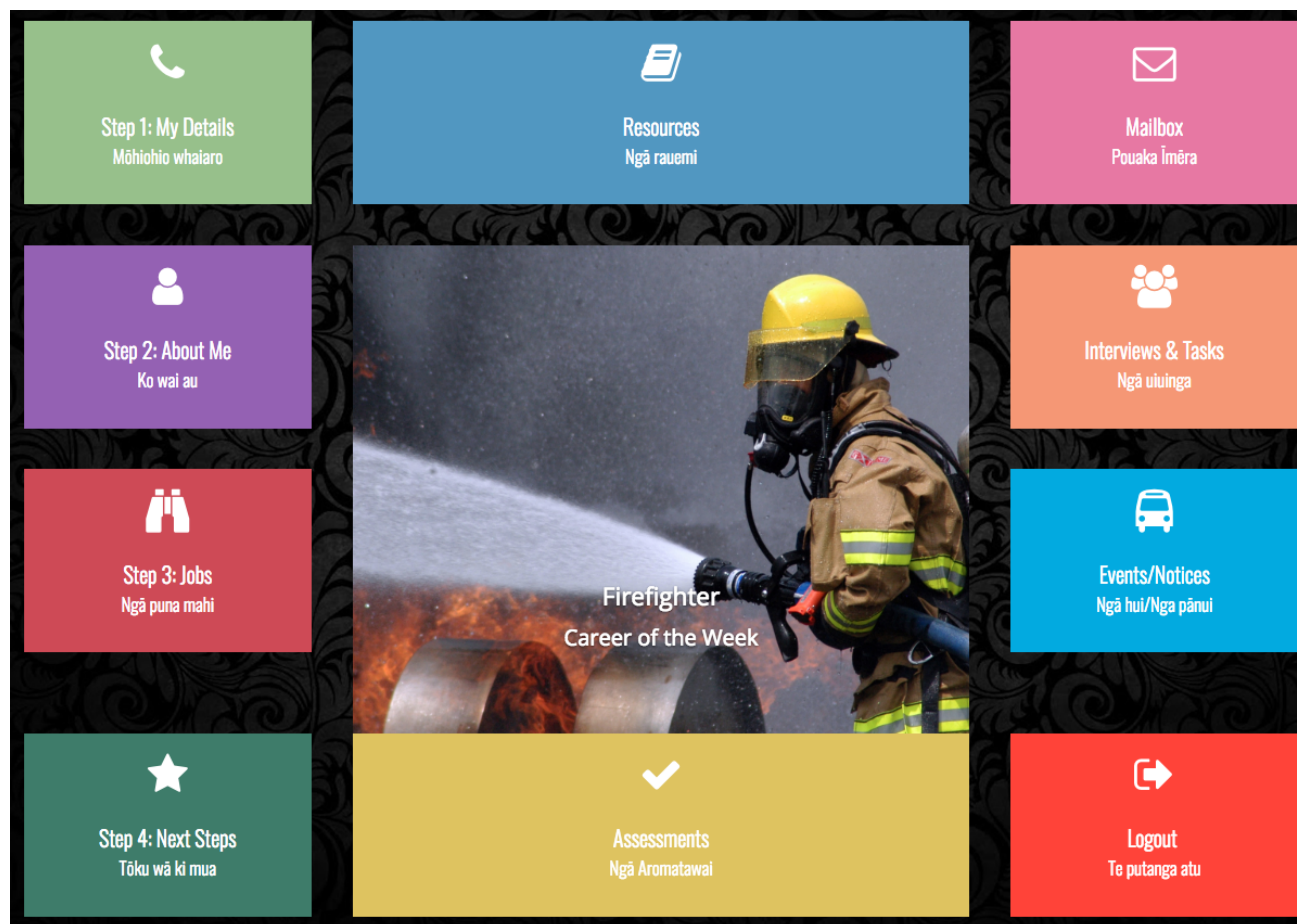


Career Central login

Sign into Careers Central using your school email and password.

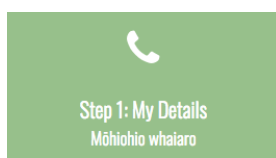
You will open up on your home page ... the central picture changes weekly with information on **Career of the Week**.



Step 1: My Details

Check that all your information in **My Details** is up to date.

Click onto the **Step 1 My Details** Info icon to begin the process of loading your personal details into Career Central.



You will open onto this page →

The image shows the 'Your Details' form. It has a title 'Your Details' and a subtitle 'Keeping this up to date is really important, so that your school's Career Advisers can keep in touch.' The form is divided into three sections: 'Your Mobile Number', 'Your Personal Email Address', and 'Future Contact'. Each section has a red circular icon with a white symbol (phone, envelope, and car respectively). The 'Your Mobile Number' section has a text input field and a 'Send Code' button. The 'Your Personal Email Address' section has a text input field and 'Change Email' and 'Remove Email' buttons. The 'Future Contact' section has a text input field and 'Save' and 'No, I am not' buttons. The form is set against a light blue background with a subtle pattern.

Mobile Number

When you are adding your **cell phone** details you will need to ignore the verification code and enter your mobile number first and then press

Send Code

A **code** will be sent to your cell phone which you will then add to the **Verification Code**



Enter your verification code and this message will pop up on your page →

Note: If you did not receive a code on your cell phone you will need to retype your cell phone number and send for another code

If all goes to plan your screen will look like this

Success Great news - your cellphone number is now verified!.

Your D

Keeping this up to date is really important, so that



Your Mobile Number

Your mobile number is currently set as 0273865557. Occasionally we may get in touch with you to send you information.

You can update your cellphone number - simply type it in below, and we will send you a new verification code.

Mobile Number:

Enter a New Number

Send New Code

Remove Number



Your Mobile Number

Our records suggest that we have sent you a verification code - please enter it below.

Verification Code:

Enter Your Code

Check Code

If you have not got the code (and it has been more than 5 minutes) please retype your cellphone number below.

Mobile Number:

Enter Your Mobile

Send Code



Your Mobile Number

Our records suggest that we have sent you a verification code - please enter it below.

Verification Code:

4946476425

Check Code

If you have not got the code (and it has been more than 5 minutes) please retype your cellphone number below.


Mobile Number:

Enter Your Mobile

Send Code

Do you have a driver's licence?

Please select the correct drop down that applies to you then **save**



Do you have a driver's licence?

✓ I have no driver licence

I have a learners

I have a restricted

I have a full



Do you have a driver's licence?

I have no driver licence

Save

Your Personal Email

Please check that your email address is up-to-date


When you are first adding your personal email details ... add your email and then click on **Change Email**



Change Email

Remove Email

An email will be sent to your personal email address with a link.



Your Personal Email Address

Your school email address is the default contact address, but if there is another that you prefer to use, you can change it below.

It is important to keep your email address up to date, so that your Careers Department can keep in touch with you.

Change Email Remove Email



Hi

Please click on the following link to confirm your email address. [Click Here](#)

If you are not the intended recipient of this email, please email support@cc.school.nz and let them know you got it.

Thanks, The Career Central Team

After clicking on **Click Here** this message will appear →

Career Central

[Back](#)

Success!

Your Email Address has been updated.

You will now receive emails from CareerCentral.school.nz keeping you informed about Careers.

[TAKE ME HOME](#)

Future Contact

Please click on either the **Yes, I am** or **No, I am not** We would very much appreciate your permission as this will help us with planning for the future.



Future Contact

Are you happy to have Careers get in touch with you in the future?

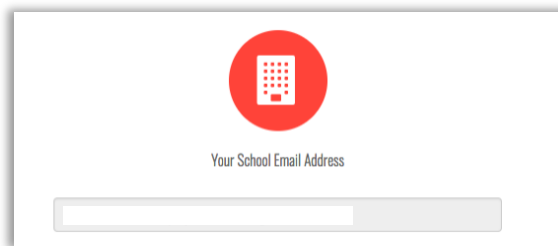
We would like to ask your permission to get in touch with you in the future. This could be in one year, or 5 years. We are building a database of past students, and, with your permission, would like to see where you are at in the future.

Yes, I am.

No, I am not.

Your School Email Address

Please check that your school email address is correct
If it is not correct you will need to contact the Careers
Department where they will be able to amend it for you.



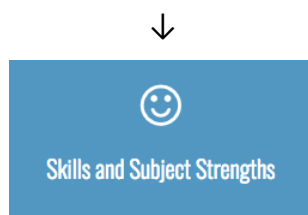
Step 2: About Me

On you home page click on the **Step 2: About Me** icon to begin the
process of loading your personal details into Career Central.



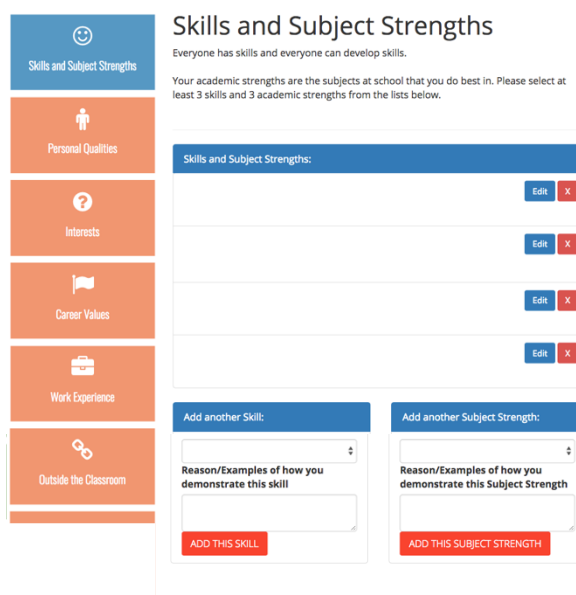
Skills and Academic Strengths

You will open on to this page to begin adding
your information to **Skills and Academic
Strengths**.

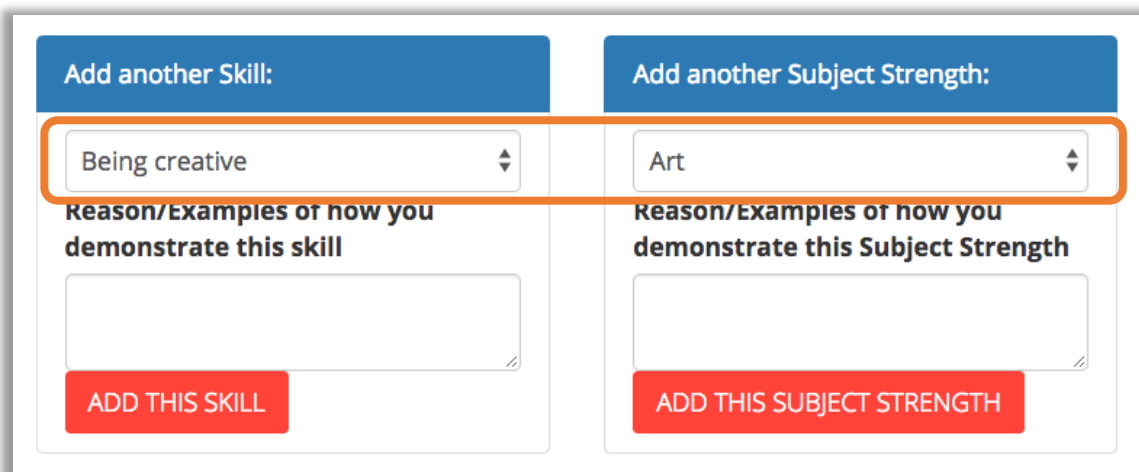


Start adding your **Skills and Subject Strengths**

Please add **5 skills & 5 academic strengths**

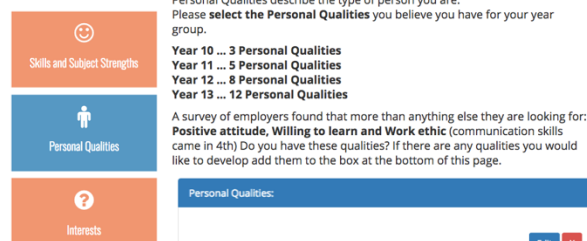


Please see example below:

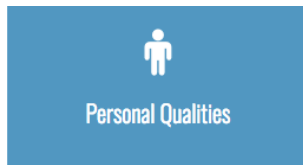


Personal Qualities

Click on the **Personal Qualities** Icon to begin



adding your **Personal Qualities** ... add 5 personal qualities



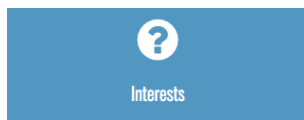
Examples:

Add More:

- ✓ Able to handle pressure/stress
- Confident
- Honesty/integrity
- Other (Please specify in the box below)
- Positive Attitude
- Responsible
- Self motivated
- Willing to learn

Interests

Click on the **Interests** Icon to begin adding your **Interests**.



Please pick **4 Questions** and fill them in.

This will help you in deciding what you like and where you would like to see yourself in the future.

Interests

Please answer the following questions about your interests. It is important to consider what really interests you when thinking about the type of work you want to do. If you enjoy your job it won't seem like work.

What are your favourite hobbies/what do you do in your spare time? Or what would you like to do if you had the opportunity?

Have you ever been so absorbed in something that you lost track of time? What were you doing?

What do you consider your greatest strength and your greatest weakness?

What magazines/books/websites do you like to read or look at?

What would you like to get better at?

What would you like to learn more about?

Where can you go to access information and support when exploring learning and work opportunities? (name as many as possible)

Who are the people who have the most influence on your decision making?

Save Changes

Career Values

Career Values describe the things that are important to you about work.

Use the **slider** to indicate how important each statement is for you. **Please do 6 questions**



This image is just a sample of what you can do.



Career Values

Career values describe the things that are important to you about work. Slide the arrow below to indicate how important each career value is to you. (Not important on the left and very important on the right)

Career Values (Lowest to Highest)
Be challenged and continue learning
Be creative
Have variety in my work
Have social status (be proud of your job)
Get dressed up
Be a leader and manage other people.
Work unsupervised
Work in a practical/hands on way
Work with others
Be an expert
Make use of my abilities
Be physically active.
Be well paid.
Have job security
Help people or society
Get recognition and be appreciated
Have a good work-life balance
Get promoted

SAVE CHANGES

My Top Five Career Values

Be creative
Work in a practical/hands on way
Make use of my abilities
Have variety in my work
Be challenged and continue learning

Outside the Classroom

Click on the **Outside the Classroom** Icon to begin adding to your **Outside the Classroom**.



Remember to **Save** your changes

Outside the Classroom

This is an opportunity for you to list all the things you are involved in outside of school. It is helpful for us to be aware of these things so we can get to know you better, but you can also use them in your CV or on applications for jobs, scholarships etc. Extracurricular involvement could include clubs or organisations you belong to, voluntary work you have done, a youth group or church group you attend etc.

Cultural/Community
<input type="text"/>
Sport
<input type="text"/>
Leadership
<input type="text"/>
Awards/Qualifications
<input type="text"/>
Other
<input type="text"/>

Save Changes

Employability Skills – A Self Assessment

Click on the **Employability Skills** Icon to begin your self assessment.



Employability skills are the skills employers are looking for.

Employability Skills - A Self Assessment

Employability skills are the skills employers are looking for. Rate yourself below. If you select 'yet to develop' or 'basic' for some skills try to do some of the following:

- * doing work experience or volunteer work
- * playing sport or doing music and performing arts
- * helping your family
- * taking part in a hobby or interest
- * taking part in school activities such as debating, or the Young Enterprise Scheme
- * taking part in community activities such as environmental causes or fundraising
- * working steadily at school.

Employment Skill	Yet to develop	Basic Level	Good Level	Very High Level
Positive Attitude A can do attitude, optimistic, honest, friendly, respectful, motivated and hard working.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Give some examples of you displaying this skill				
Communication Ask questions when you are not sure, listen well, show respect, think about how your communication affects others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Give some examples of you displaying this skill				
Teamwork Work well with others to get things done, contribute ideas, work well with others of different gender, culture or beliefs, follow directions from managers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Give some examples of you displaying this skill				
Self-Management On time with the right gear, understand how my words and actions affect others, show commitment and responsibility, dependable, follow instructions and get the job done.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Give some examples of you displaying this skill				
Willingness to learn Willing to learn new tasks, skills and information. Curious and enthusiastic, look for ways to improve things, accept advice and learn from feedback.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Give some examples of you displaying this skill				
Thinking Skills - Problem solving and Decision making Think of all the options before deciding, see problems and try to solve them, think before you act, know when you need to get help.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Give some examples of you displaying this skill				
Resilience Adapt to new and changing situations, don't give up if things go wrong, get help when you need it, accept your mistakes and learn from them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Give some examples of you displaying this skill				

Step 3: Jobs

On you home page click on the **Step 3: Jobs** icon to begin jobs that you may be interested in.



exploring

On **My Job Bank** page, you will have 3 options for searching for jobs that you may be interested in.

Please add no more than **4 Jobs** to **My Job Bank**

My Job Bank

Your Jobs Bank is where you store the jobs you are interested in.

There are 3 ways to search for jobs. You can click on "Search jobs" if you already know the name of the job you are looking for. Click on "Jobs by Industry" if you want to search based on industries you are interested in or "Jobs by Pathway" to look for jobs in particular Vocational Pathway.

It may be helpful to click [HERE](#) and take the Careers Quest quiz to give you some ideas on jobs that would suit you.

Search by Job Title

Jobs by Industry

Jobs by Pathway

My Job Bank:

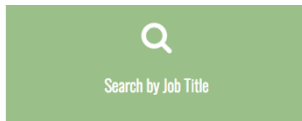
Rate your jobs based on which you most prefer.

My Jobs:		
Entertainer	★★★★★	X
Dancer	★★★★★	X
Artist	★★★★☆	X
Musician	★★★★☆	X

Options for job searching:

Search by Job Title:

Add a job title that you are interested in



Jobs Search

Enter something in the box to get started:

Start Typing!

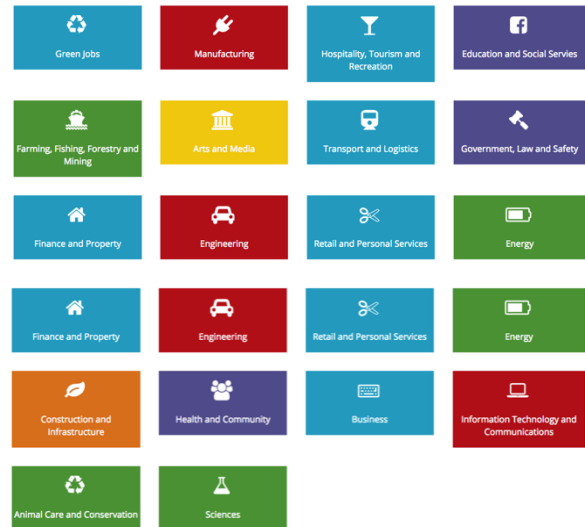
Jobs by Industry:



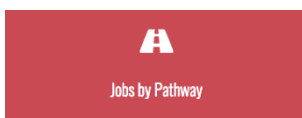
Spend some time exploring jobs by industry

Jobs By Industry

Industries are groups of related jobs.



Jobs by Pathways:



Jobs By Pathway



In order to earn a Vocational Pathway Award, you need:

NCEA L2, including meeting NCEA L1 literacy and numeracy requirements.
60 recommended L2 assessment credits, including 20 sector related from the same pathway.
Note that this graph currently only shows results.

A graph of **your individual credits** will show on this page

