



PROGRAMME KIT



NAME OF ADVISEE:

NAME OF ADVISOR:



WELCOME TO POLARIS BY VCA



This is your gateway to planning your career journey.



What is Polaris by VCA?

We're here to jumpstart your career planning by connecting you with experienced pros who will share their insights – think of it as getting insider knowledge about your preferred industry and job role!

Here's how to level up in this programme:

1



BE PREPARED:

Come prepared with specific questions or topics for discussion. Your career advisor's got the know-how.

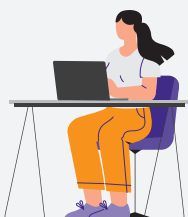
2



STAY OPEN-MINDED:

They might share ideas you haven't considered.

3



LEARN ACTIVELY:

Soak up knowledge from someone who's already crushing it in their career.

4



DREAM BIG, PLAN SMART:

Your dream is the destination, your plans are the routes to take.

Your Mission:

By the end of this programme, craft a Career Development Plan with your Volunteer Career Advisor (VCA).

Let's get started!



CODE OF CONDUCT

HERE'S THE DEAL ON HOW TO KEEP THINGS COOL AND PROFESSIONAL:



I UNDERSTAND THAT I SHOULD:

- ☒ Be honest and open with my advisor, keeping our chats confidential.
- ☒ Treat my advisor with respect, just as I would want to be treated.
- ☒ Come to each session prepared, with questions or topics I want to discuss.
- ☒ Keep an open mind and be ready to learn from my advisor's experiences.
- ☒ Listen to feedback, even if it's not always what I expect to hear.
- ☒ Be accommodating with scheduling, remembering that my advisor is volunteering his/her time.
- ☒ Let my advisor know if I need to reschedule, giving as much notice as possible.
- ☒ Ensure there's no conflict of interest (personal or professional) in my relationship with my advisor.



I UNDERSTAND THAT I SHOULD NOT:

- ☒ Ask my advisor for a job or to set up interviews for me.
- ☒ Expect my advisor to have all the answers or solve all my problems.
- ☒ Use rude language or behave inappropriately during our sessions.
- ☒ Share what we discuss in our sessions with others without permission.
- ☒ Look up personal information about my advisor or share it online.
- ☒ Film, record, or livestream our advisory sessions for any purpose, including social media.
- ☒ Use our sessions for any purpose other than career advice (e.g., for content creation).



REFLECT AND PREPARE

BEFORE YOU MEET YOUR VCA, GO THROUGH THESE QUESTIONS AND PEN DOWN YOUR THOUGHTS:

<p>1 What is your career aspiration and how have you prepared yourself towards achieving your goals?</p>	<p>2 Which part of your future career path feels uncertain or confusing?</p>	<p>3 What skills do you want to level up in?</p>
<p>4 Any industries or jobs that make you go "Ooh, tell me more!"?</p>	<p>5 What's your main concern or worry about your future career?</p>	<p>6 By the end of Polaris by VCA, what do you hope to achieve?</p>

Remember, the more you share here, the more your advisor can help.
They're good, but they're not mind readers!

Use this space to note down any other questions or topics you want to discuss with your advisor:



The more prepared you are, the more you'll get out of each session.
Let's make every minute count!



FIND YOUR CAREER SUPERPOWER WITH RIASEC

Ever wonder why some jobs make you go "Meh" while others make you go "Yeah!"?
Time to discover your career personality with RIASEC!

If you've done this in school recently, great! If not, or if it's been a while,
now's a perfect time to give it a go or refresh your results.

RIASEC is an assessment designed to help you identify your career interests. It stands for:

- R** Realistic: People who enjoy working with their hands, tools, machines, or nature.
- I** Investigative: Those who like to observe, analyse, and solve problems.
- A** Artistic: Creative individuals who prefer unstructured situations and using their imagination.
- S** Social: People who enjoy working with and helping others.
- E** Enterprising: Those who like to lead, persuade, and manage others.
- C** Conventional: Individuals who prefer organised, clearly defined activities and like to work with data.

Understanding your RIASEC profile can help you explore career options that align with your
interests and strengths.

If you haven't done the RIASEC assessment recently, or want to retake it, scan the QR code below
and give it a try! There are three assessments available, but to get your RIASEC score, you only
need to complete the Career Interest Assessment.



<https://go.gov.sg/polarisbyvcariasec>

Already know your RIASEC profile? Great! Jot it down here for reference during your VCA session
and your VCA can discuss how they might relate to various career paths.



My RIASEC Profile (first 3 letters identified as your interest):



CAREER DEVELOPMENT PLAN (LITE)

It's time to map out your career journey! This plan isn't set in stone - think of it more as a flexible roadmap that you can adjust as you learn and grow.

TAKE SOME TIME TO REFLECT ON THESE QUESTIONS:

- 1** What professional roles do you aspire to hold within the next 5 years? (Dream big but keep it real!)
- 2** What specific action steps will you take to achieve these goals? (Break it down into bite-sized pieces)
- 3** Are there any alternative career paths that interest you, and how you might prepare for them? (It's always good to have a Plan B... or C!)
- 4** What kind of support do you need in achieving your career goals? (Nobody climbs the career ladder alone)

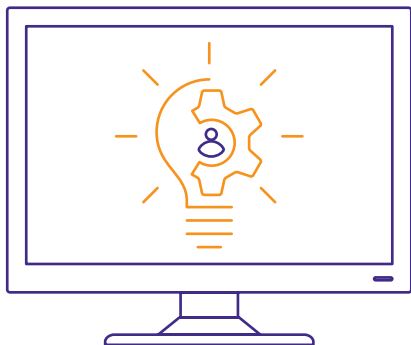
Career Development Plan			
GOALS What do you want to achieve? Be specific!	CHALLENGES What obstacles might you face?	ACTION PLAN How will you overcome these challenges or set milestones to reach your goals?	TIMELINE When do you aim to complete each goal or action step?

Remember, your VCA is here to guide you in refining this plan. Don't worry if you're not sure about everything yet - that's what this programme is for! As you progress through Polaris, keep coming back to this plan. Update it, refine it, and use it as your personal roadmap to career success. You've got this!



WANT TO LEARN MORE ABOUT STARTING YOUR CAREER? WE'VE GOT YOU COVERED!

Check out the following essential online resources containing useful tips and information to help you begin your career journey.



One-stop Career Resource:
content.mycareersfuture.gov.sg

Career Exploration:
mycareersfuture.gov.sg

Career Events and Services:
careergrit.sg



REMEMBER:

- Your career journey is just starting.
- There's lots to learn, but you don't have to do it all at once.
- Use these resources whenever you need them.

Good luck with your career planning! You're off to a great start with Polaris by VCA.



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