

Get Ready for your Career Voyage!



**Career Voyage** is an internationally recognised, high quality career guidance system designed for career practitioners and their clients of all ages (15+), carefully customised for Australia and New Zealand

### FOR STUDENTS/CLIENTS (END USERS)



- Find what career you love
- Make decision based on reliable and well-researched software
- Get your: Interest Profile, up to 20 Job Suggestions, detailed Job Descriptions, Qualification Requirements
- Create your Action Plan
- Write Resume

More than 150,000 student/clients have already used Career Voyage.

### FOR CAREER PRACTITIONERS



- Quick manage your student/client records
- Identify those needing further attention
- Build students' confidence in their own decision making process
- Improve outcomes while saving time
- Generate reports and configure software

Make also your students/clients benefit from Career Voyage

# I. End User log in

## CareerVoyage®

Software for the hard decisions

Welcome to **Career Voyage® Australia**

**Specially designed career guidance software**

*that will assist you to make good career decisions. Simply complete the 5 stages to identify the best job options for you.*



### LOGIN

username:

password:

login

Create New Client Account

PRODUCED BY



v9.1.4023.1653

© 2014 - JIIG-CAL Australia

client:

[edit](#)

org: JIG-CAL Account (ID: 006398)

[logout](#)

adviser:

[Interest Guide](#)

[Interest Profile](#)

[Job Factors](#)

[Job Suggestions](#)

[Action Plan](#)

[Resume Writing](#)

[Reports Centre](#)

Edit your personal user details

**Surname \***

**Firstname \***

**Email \***

**Username \***

**Password \***

**Confirm Password \***

**Adviser Name \***

**Group**

It is good practice to never use the same usernames/passwords across different sites. (eg: facebook, email, banking, etc...)

\* These are required fields

- Select a Group Name (Optional)
- 2013 Y10 - class 1
- 2013 Y10 - class 2
- 2013 Y11 - class 1
- 2013 Y11 - class 2

[save](#)



client: Smith Mary

[edit](#)

org: JIIG-CAL Account (ID: 006398)

adviser: Karin Ulrichova

[logout](#)

[Interest Guide](#)

[Interest Profile](#)

[Job Factors](#)

[Job Suggestions](#)

[Action Plan](#)

[Resume Writing](#)

[Reports Centre](#)

Select Your User Mode

Do you wish to have information for Young People or Adults?

- Young People - 15 to 18 years of age
- Adults - over 18 years of age

[next](#)

## Select Your Level of Education and Training

### Choose your preferred level of education and training

Would you like a job or training for which:

- 1. You may not need school qualifications
- 2. Some school achievements necessary for most jobs
- 3. Vocational Education and Training (VET) qualifications are usually needed
- 4. Vocational Education and Training (VET) qualifications are essential
- 5. Completion of a university level qualification is required

back

next

Select a response for each of the items below:

STRONG  
DISLIKE

DISLIKE

DONT  
MIND

LIKE

STRONG  
LIKE

Dismantle and repair digital cameras

Organise the planting of a forest

Report events of interest for a local newspaper

Sketch cartoons

Teach blind people how to handle guide dogs

Check aircraft instruments for safety before take-off

1/20

next

(restart)

**YOUR INTEREST PROFILE - How you feel about these six Interest Types**

(adviser data)

**Interest Types** - Click the types or bars for more information on your Interest Types

**TYPE 1: Technical work, science and engineering**

TYPE 2: Animals, plants and nature

TYPE 3: Shops, offices and accounts

TYPE 4: Art, craft and design

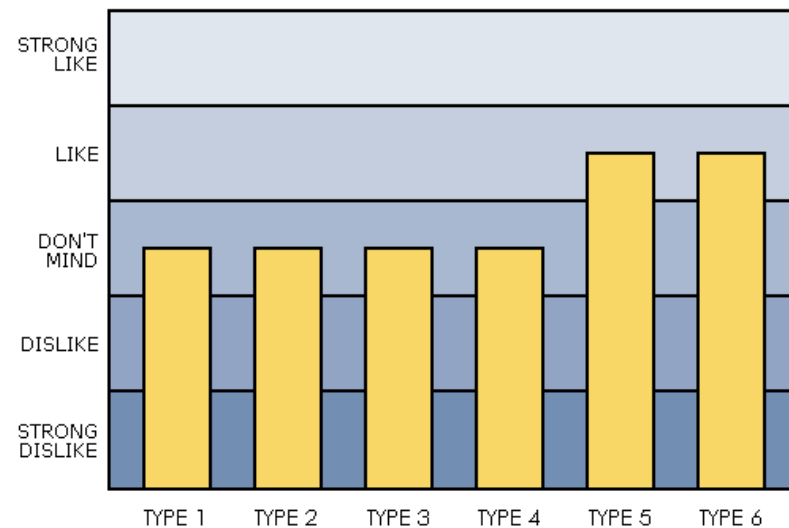
TYPE 5: Caring for people

TYPE 6: Writing and talking

**Technical work, science and engineering**

It appears you neither like nor dislike the following types of activities:

- research, design and develop new products
- work with machines, engines and ships
- use technical and scientific equipment
- draw up plans for roads and buildings
- design electrical or electronic circuits
- write computer programs



generate report

next



Interest Guide

Interest Profile

**Job Factors**

Job Suggestions

Action Plan

Resume Writing

Reports Centre

How much would you like or dislike these things in a job?

STRONG  
DISLIKE

DISLIKE

DONT  
MIND

LIKE

STRONG  
LIKE

**Place**

Indoors

Outdoors

In one place

In several places

Overseas

**Overseas:**

This means living and working in another country for a period of time.

1/15

next

Here are your job suggestions based on what you've told Career Voyage

(adviser data)

Job Suggestions	Rating
<b>Childcare Worker</b>	<b>57</b>
Ski/Snowboard Instructor	56
Politician	56
Disability Services Instructor	56
Youth Worker	56
Technical and Further Education Lecturer	56
Diversional Therapist	55
Tour Guide	55
Community Development Worker	55
Trade Union Official/Union Organiser	55
Social Services Case Manager	55
Nurse - Enrolled	55
Welfare/Community Worker	55
Ambulance Officer/Paramedic	54
Journalist	53
Film, Stage or TV Director	53
...	...

0/10 jobs

## Childcare Worker

### JOB DESCRIPTION

Provides for emotional, physical and education needs of infants and children in non-residential centres.

### EDUCATION AND TRAINING FOR YOUNG PEOPLE

Year 10 entry to certificate III in children's services.

### OR

Year 12 for entry to TAFE diploma course in child care.

### OR

Good year 12 for entry to degree in children and family studies or similar.

### IMPORTANT INFORMATION

Police clearance and working with children checks will be required.

### PERSONAL QUALITIES

Patient, reliable, creative, good organiser, relate well to children.

### REFERENCES

 Top 20


 Top 40


## ACTION PLAN - Learning Strategies

Now that your Occupational Interest Guide Profile and Job Suggestions have been generated, it's time to move on to some action planning. We each learn in individual ways, and part of your success as a student is to work out what's best for you (ie what's most effective and efficient). Here's something to get you started.

There are three commonly used learning styles - visual, auditory and kinaesthetic. Which learning style do you most commonly use? Bear in mind that humans have evolved to interact with the world around us using all our senses, with incoming messages richly interconnecting in our brains.

Below is information about each of the main learning styles. You may be more attracted to one style than the others, although most successful learners use all senses. Click on each of the following for a summary of the meaning of each learning style, together with suggestions on how to best harness your energies using each modality.



**Visual Learning**



**Auditory Learning**



**Kinaesthetic Learning**

## ACTION PLAN

Now that your Occupational Interest Guide Profile and Job Suggestions have been generated, it's time to move on to some action planning.

Career Voyage generated your Job Suggestions based on what you have said about yourself on the most common job related factors. But the computer doesn't know everything about you. There may even be one or two suggested jobs which don't suit you. That's why you've been given twenty (20).

Are there any jobs in your list of 20 which really aren't suitable for you? If so, write them down here and why they aren't suitable.

Job 1:


Job 2:

Job 3:

Still sure these aren't suitable? If so, cross them off your list.

## Résumé Writing - Contents

This résumé section is designed for first job seekers and those seeking new career directions. Click on the following sections to help you write winning résumés.

- Sections of your Résumé
- Three Things Every Employer is Looking For
- Initial Research
- Self Promotion
- Describing Your Skills and Achievements
- Sample Action Words 
- Style and Layout
- Cover Letter, Sample Letters and Sample Résumés
- Final Checklist

If you have been working and are planning to continue in your current career path, then you may wish to follow a slightly different résumé format - such as the chronological résumé outlined in Rupert French's book **The Job Winners Guide to Résumés**.



download content

back

next

REPORT CENTRE

Select one or more reports to generate:

- Interest Guide Report
- Job Suggestions Report
- Notepad - Job Details Report  
(No Jobs Added Yet)
- Action Plan Summary Report

back



generate report

# II. Adviser log in

## CareerVoyage®

Software for the hard decisions

Welcome to **Career Voyage® Australia**

**Specially designed career guidance software**

*that will assist you to make good career decisions. Simply complete the 5 stages to identify the best job options for you.*



### LOGIN

username:

password:

login

Create New Client Account

PRODUCED BY



v9.1.4023.1653

© 2014 - JIIG-CAL Australia



# CareerVoyage®

adviser: Karin Ulrichova

[edit](#)

org: JIIG-CAL Account (ID: 006398)

[logout](#)

**Your Licence Expires on: 31/12/2020**

[Configuration](#)

[Client Accounts](#)

[Adviser Details](#)

[Org Details](#)

Welcome to the Adviser pages of Career Voyage®

**Use the menus above to perform any of the following Adviser tasks:**

- 1. Configure Career Voyage** There are a number of options to be selected here ranging from printing setup, the type of account creation, as well as default values for the user category and group.
- 2. Manage your Client Accounts** Add new client accounts, delete old accounts and generate user lists.
- 3. Edit Adviser Account Details** Set or change your personal details, username and login password.
- 4. Edit your Organisation details** Set the name and address of your organisation.

**Please do not navigate pages using the browser buttons.  
Use Career Voyage buttons and links.**





- Configuration**
- Client Accounts
- Adviser Details
- Org Details

CONFIGURATION - only to be used by a JIIG-CAL Accredited Career Adviser.

### Printing Options:

- Client Printing Enabled
- Cover Page for all Reports
- One Job Description Per Page

### Adviser Options:

- Enable "Stop After IG" (Interest Guide)
- Email Adviser when client finishes Interest Guide
- Hide Usernames and Passwords on Client Accounts Screen

manage advisers

### Client Account Type:

- Adult (A)
- Young People (YP)
- Ask Client to Choose

### Client Account Creation:

Changes to this setting will be applied to ALL Advisers in your organisation.

- Self Sign-Up Enabled

With Self Signup Enabled your clients can create their own user accounts by clicking the 'create new client account' button on the Login Screen and entering your Organisation ID (006398).

Clients can still login with their own account or a temp account if the Self Signup option is disabled.

### Interest Guide (IG) Profile Options:

- Use Original
- Use Adjusted (for response style)

### Client Group Allocation:

Default Group Name:

Select a Default Group (Optional) ▾

edit group names

### Organisation Message:

- Show Welcome Message

edit organisation message

\*\* Changes will not take effect for Clients currently logged in. They will need to logout and back in again. \*\*

apply changes

[Configuration](#)

**[Client Accounts](#)**

[Adviser Details](#)

[Org Details](#)

CLIENT ACCOUNTS - (22 displayed)

Accounts Used: 23

Total Allowed: 100

<input type="checkbox"/>	First Name	Last Name	YP/A	Level	Group	Stage	Status	Username	Password	Created	Last Access
<input type="checkbox"/>	Nicky										
<input type="checkbox"/>	Bronwyn										
<input type="checkbox"/>	Sandra's son										
<input type="checkbox"/>	Hall										
<input type="checkbox"/>	Golfringer										
<input type="checkbox"/>	Annie										
<input type="checkbox"/>	Alex										
<input type="checkbox"/>	karin										
<input type="checkbox"/>	Zuzka										
<input type="checkbox"/>	Zuzka										
<input type="checkbox"/>	Alzbeta										
<input type="checkbox"/>	first										
<input type="checkbox"/>	Smith										
<input type="checkbox"/>	Rebecca										



[temp client list](#)

[import](#)

[change group](#)

[report centre](#)

[open record](#)



[client list report](#)

[export](#)

[check IG](#)

[delete records](#)

[add temp accounts](#)

Configuration

Client Accounts

Adviser Details

**Org Details**

## Edit your Organisation details

Organisation Name *	<input type="text" value="JIIG-CAL Account"/>
Address *	<input type="text" value="45 Cedric Street"/>
Suburb *	<input type="text" value="Stirling"/>
State *	<input type="text" value="WA"/>
Postcode *	<input type="text" value="6021"/>
Country *	<input type="text" value="Australia"/>
Phone *	<input type="text" value="08 9440 5333"/>

\* These are required fields



Upload your Logo/Crest (.png or .jpeg). 250KB Size Limit.

Choose File | No file chosen

upload organisation image

save

**Are you Career Practitioner and would like to figure out how beneficial Career Voyage might be for your clients/students?**

**Sign Up for 30-day FREE TRIAL NOW!**

