

VOCATIONAL INTEREST QUESTIONNAIRE (VIQ)



WORK INTERESTS PROFILE AND SPECIFIC JOB RECOMMENDATIONS

Prepared for

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www.MyFutureCareer.com.au

www.FindACareerPath.com.au

HOW TO USE THIS REPORT

Follow the steps below to understand the information in this report:

1. On page 3 is the **PROFILE** of your work interests or likings. The work or career area that you liked **most** is at the top and the areas that you liked **least** are at the bottom.
2. On page 4 following your profile, you can read a **DESCRIPTION** of the work interest areas you liked most down to those you liked least.
3. Note that the 'Good Careers Guide' is a job dictionary showing a comprehensive, alphabetical list of careers that gives detailed descriptions of each job, the personal requirements needed, the education and training necessary, the employment opportunities and where further information can be acquired. The Internet address for the 'Good Careers Guide' is: **www.goodcareersguide.com.au**

Alternatively, a hard copy of the 'Good Careers Guide' can be purchased from some selected newsagencies or from the website www.goodcareersguide.com.au

4. On page 5, the terms "Professional" and "Skilled" are fully explained. These two categories relate to the educational level required to gain entry into the various jobs. Note too that the next few pages of your report showing the Job Skills and Tasks as well as the Careers that are outlined for you are divided into both "Professional" and "Skilled" categories.
5. Going a step further, we can show you how you got the Work Interests Profile that you did. On page 6, we have captured a list of the **JOB SKILLS AND TASKS** that have been generated from your highest Interest areas. In other words, these were the statements in the questionnaire itself that you rated as 'Very Appealing' or 'Liked' from your highest interest areas. They give you a direct indication of the kinds of job activities that appeal to you.
6. Going still further, a list of specific **JOBS** has also been generated that you might like to consider. These jobs relate to the statements in the questionnaire itself that you rated as 'Very Appealing' or 'Liked'. Of course, these are only a guide and you should research other kinds of jobs in these Interest areas either from the 'Good Careers Guide' itself or on the Internet.
7. Finally, at the end of this report is the '**CAREER ACTION PLAN**'. There are two options:
 - o Fill out the table at the end of your report using pen and paper OR
 - o You can complete it on your computer using Microsoft Word. Download the digital Career Action Plan document by going to www.myfuturecareer.com.au/actionplan.

Work through the Action Plan and begin to fill in the necessary steps to focus on your possible career path including your subject choices for later secondary school years or post-secondary, vocational or tertiary courses and training.

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This report is designed to provide effective and helpful information with regard to the subject matter covered. It is sold with the understanding that the author is not engaged in rendering medical, legal, accounting or financial advice of any kind. If legal advice or other professional assistance is required, the services of a competent professional should be sought. If legal advice or other professional assistance is required, the services of a competent professional should be sought. If more comprehensive career assistance is required, it is recommended that a face-to-face consultation with a career counsellor be sought.

The author denies any liability for the incidental or consequential damages resulting from the use of the information in this report. This report is designed to assist with the generating and exploring of various career options. It does not make decisions for the individual, but provides a range of options to be considered. No responsibility is accepted for any liabilities resulting for the actions of any parties involved.

YOUR INTEREST PROFILE

Listed below are the Vocational Interest Categories.

The areas you liked **most** are at the top of the page and the areas that you liked **least** are at the bottom of the page.

A description of these categories is given on the next page.

Interest Category

Score

Persuading or Service	32	
Helping or Advising	20	
Organising or Clerical	17	
Creative or Artistic	13	
Nature or Recreation	5	
Analytic or Scientific	2	
Practical or Mechanical	1	

INTEREST CATEGORIES DESCRIBED

Presented in order of the areas that you liked **most** down to those that you liked **least**.

Persuading or Service

These jobs involve working with people, to sell to, influence, motivate, negotiate with, or serve them. These jobs might involve discussing issues and perhaps trying to influence people's behaviour or ideas. Activities include selling, promoting or providing goods or services, bargaining, or presenting a point of view. Typically, people in these jobs need to have good reasoning and listening skills and present well to people.

Helping or Advising

These jobs involve working with people, to help, inform, teach or treat them. Activities include discussing personal issues, listening to people's problems, and providing advice, instruction, information or treatment to meet their needs such as personal, medical, financial. These careers could be in community welfare, education, health care, medical, research or information services.

Organising or Clerical

These jobs involve working with data, numbers, formulae and statistics, to order, process, or retrieve facts and figures, or to develop or administer policies or procedures. Activities include organising, using or updating information, such as files or accounts, developing or following procedures or systems, as well as the planning, budgeting, and staffing of an organisation including the supervision of office activities, company programs and other workers.

Creative or Artistic

These jobs involve working with ideas, to creatively express, present or perform them. An appreciation of design, style, form, beauty or related concepts used to develop or interpret an idea are important. Activities can include writing, painting, singing, dancing, decorating, designing and performing. People who are high in this interest area may also be creative in a more general way i.e., by thinking of different ways to look at or solve a problem. There may also be a range of jobs closely related to the Arts, in administration, marketing, promotion, and public relations which require artistic or creative appreciation, but not so much of the hands-on work.

Nature or Recreation

These jobs involve working with things in the natural world, such as construction, handling animals, raising crops or livestock, or sport. Activities include growing and caring for living things, or an involvement with sport, leisure or the environment. This may involve working in the open and moving about mainly outdoors, often reporting back to a central location such as a depot, office or station. Some of the industries offering outdoor work are building and construction, agriculture, mining, transport, and defense and security.

Analytic or Scientific

These jobs involve working with ideas to investigate or seek solutions to scientific, technical, medical, social or other issues. Activities include observing, researching, analysing and interpreting results. This work often includes research and experiments. Often this requires patience and perseverance, particularly for long term or complicated experiments and observations. The ability to develop theories, apply logic and explore abstract ideas in a specialist area of knowledge is important.

Practical or Mechanical

These jobs involve working with things, using the hands, or special tools, machines or equipment to design, make, fix, install or adjust. These jobs could involve working with technical manuals, blueprints, or plans, and increasingly, computers are used as an aid to design, manufacture or monitor. Activities include doing practical and physical tasks, and may require an understanding of how equipment or machinery works.

WHAT DO "PROFESSIONAL" AND "SKILLED" MEAN?

The Vocational Interest report consists of separate interest groups (e.g. Creative or Artistic, Organising or Clerical, Analytic or Scientific etc.). Each of these interest groups however, has been further sorted into what has been termed 'Professional' jobs and 'Skilled' jobs which are shown as sub-headings on the next few pages.

'Professional' and 'Skilled' as described below relate to the **educational level** required to gain entry into the jobs that seem to suit you best.

'PROFESSIONAL POSITIONS'

PROFESSIONAL

Occupations that require either three years or more full-time study (or the part-time equivalent) following the successful completion of secondary education usually undertaken at University (e.g. **degree**) or other recognised training or work experience. Examples are industrial designers, lawyers, engineers and dentists.

PARA-PROFESSIONAL

Occupations that generally require the successful completion of secondary education, plus two years of full-time study (or part-time equivalent) of a vocational nature (e.g. **associate degree, diploma or advanced diploma**), often undertaken at a vocational college or a registered training organisation such as Technical And Further Education (TAFE). Examples are interior decorators, library technicians and engineering technicians.

'SKILLED POSITIONS'

SKILLED TRADE

Occupations that usually require the successful completion of at least Year 11 in secondary education, if not higher, and part-time study or on-the-job training (e.g. **Certificate III, IV**) rather than more full-time study, usually through a vocational college or private college or institute. Examples include trade occupations with apprenticeships or traineeships (e.g. engineering tradeperson-mechanical, cabinet maker, hairdresser and aquaculture technician) as well as certain clerical jobs (e.g. administrative assistant, cashier, education aide, hotel/motel front office attendant).

SKILLED Non-TRADE

Occupations that generally require compulsory secondary education or **Certificate I or II** level for entry and where practical expertise including **on-the-job training** may often be more important than academic achievement. Examples include car rental officer, delivery driver, railway station assistant, builder's labourer, and fork-lift driver.

YOUR PREFERRED JOB SKILLS AND TASKS

Examination of your interest profile shows some areas that you are attracted towards and others in which you are not interested.

Listed below however, are the job activities that you **favoured and liked** in your highest areas of interest. These job activities are divided into 'professional' tasks and activities versus 'skilled' tasks and activities (see previous page for a definition of professional and skilled).

The area with the highest score is: **PERSUADING OR SERVICE**

Statements in this area that you found VERY APPEALING

PROFESSIONAL

- Meet with clients and plan the best way in which to promote their products to people.
- Plan, design and write works for publication
- Write and edit news reports, articles or documentaries.

SKILLED

- None

Statements in this area that you LIKED

PROFESSIONAL

- Conduct music and chat programs, read commercials and make community announcements.
- Market a product or service and supply goods to customers at the right time and places.
- Provide services for staff recruitment, employment and welfare of staff.
- Write for publicity promotions and organise a publicity campaign.

SKILLED

- Advise customers on the services provided in a function centre, theatre, cafe or restaurant.
- Consult with clients to plan hotel and travel arrangements.
- Liaise in the running of functions, conferences, conventions or special events.
- Manage and supervise the leasing of commercial and residential properties on behalf of their owners or arrange routine maintenance, repair and upkeep of properties.
- Meet prospective customers in order to sell houses, land, vehicles or other goods.
- Provide tours, promote tourism and provide information on accommodation and places to visit.
- Research the sale of goods and organise to purchase replacement or new stock.

The area with the second highest score is: **HELPING OR ADVISING**

Statements in this area that you found VERY APPEALING

PROFESSIONAL

- Care for and tutor children, adolescents or adults in academic, practical, social or physical programs.
- Help people and organisations to deal with personal, social, emotional, financial or health problems.

SKILLED

- None

Statements in this area that you LIKED

PROFESSIONAL

- Diagnose and treat illness and injuries in people.

SKILLED

- Assist in the diet, care, well-being and mobility of sick or injured patients.
- Help community groups to work together and solve problems.
- Help people to find books, magazines, tapes and CDs in a library.
- Provide care and support for people while helping them to live independently.
- Work with young children helping them gain skills.

The area with the third highest score is: ORGANISING OR CLERICAL

Statements in this area that you found VERY APPEALING

PROFESSIONAL

- None

SKILLED

- None

Statements in this area that you LIKED

PROFESSIONAL

- Coordinate and manage the business activities and promotions of the arts or sports.
- Plan, draw up a schedule and menu and organise a conference or business function or special event.

SKILLED

- Arrange reservations of rooms, or seats on flights, or car rentals.

On the following page you will find specific job recommendations for yourself.

These are derived from your preferred Job Skills and Tasks listed above, ie., the Job Skills and Tasks that you said that you found very appealing or that you liked.

PERSONAL JOB RECOMMENDATIONS

Examination of your interest profile shows some areas that appeal to you and others for which you have little or no interest.

Although the following is by no means an exhaustive list of jobs that you should consider, it is certainly an excellent guide based on your selected interest areas and the job skills and activities that you selected on the previous pages.

All suggested occupations below are fully described in the 'Good Careers Guide'.

The area with the highest score is: PERSUADING OR SERVICE

Occupations using the Job Skills and Tasks that you found VERY APPEALING

PROFESSIONAL

- Advertising Account Executive
- Copywriter
- Editor
- Journalist
- Writer

SKILLED

- None

Occupations using the Job Skills and Tasks that you LIKED

PROFESSIONAL

- Human Resources Officer
- Marketing Officer / Manager
- Media Presenter
- Public Relations Officer / Public Affairs Officer

SKILLED

- Airlines Passenger Officer
- Bar Attendant
- Barista
- Car Park Attendant
- Events Coordinator
- Flight Attendant
- Hotel / Motel Front Office Attendant
- Property Manager
- Real Estate Salesperson
- Retail Buyer
- Sales Assistant
- Sales Representative
- Sales Representative (Information Technology)
- Ship's Catering Attendant
- Strata Managing Agent
- Tour Guide
- Tourist Information Officer

- Travel Consultant
- Usher
- Waiter/Waitress

The area with the second highest score is: HELPING OR ADVISING

Occupations using the Job Skills and Tasks that you found VERY APPEALING

PROFESSIONAL

- Career Development Practitioner
- Counsellor
- Early Childhood Educator
- Management Consultant
- Psychologist
- Rehabilitation Counsellor
- Social Worker
- Teacher Primary
- Teacher Secondary
- Teacher Special Education
- Training Officer
- University Lecturer
- VET Lecturer
- Welfare Worker
- Youth Worker

SKILLED

- None

Occupations using the Job Skills and Tasks that you LIKED

PROFESSIONAL

- Medical Practitioner
- Natural Medicine Practitioner
- Paramedic

SKILLED

- Aboriginal Affairs Administrator
- Aged Care Worker
- Community Worker
- Dietary Aide
- Disability Support Worker
- Education Aide
- Library Assistant
- Library Technician
- Nanny
- Nurse - Enrolled
- Therapy Aide

The area with the third highest score is: ORGANISING OR CLERICAL

Occupations using the Job Skills and Tasks that you found VERY APPEALING

PROFESSIONAL

- None

SKILLED

- None

Occupations using the Job Skills and Tasks that you LIKED

PROFESSIONAL

- Arts Administrator
- Catering Officer
- Meeting and Events Manager
- Sports Administrator

SKILLED

- Airline Passenger Officer
- Car Rental Officer
- Hotel & Motel Front Office Attendant

Now turn over the page and begin work on your CAREER ACTION PLAN.

CAREER ACTION PLAN

To continue your career exploration process, you need a "CAREER ACTION PLAN." There are two options:

- Fill out the table below using pen and paper OR
- You can complete it on your computer using Microsoft Word. Download the digital Career Action Plan document by going to www.myfuturecareer.com.au/actionplan

Follow the **ten steps** below and use references such as the 'Good Careers Guide' either in book form (from your school, selected newsagencies) or online at <http://www.goodcareersguide.com.au>. This will enable you to plan the pathways to reach your career goals including working out your subject choices for the last years of secondary school and/or postgraduate study or training courses.

Follow these steps

Step 1: Identify your **highest interest areas** from the VIQ Profile and write them in the spaces under "Interest Area 1", "Interest Area 2" and "Interest Area 3" (feel free to add a fourth if you wish).

Step 2: Turn to the list of your preferred jobs and occupations on the previous pages of this report. For each of your interest areas, write down the jobs you might like under the column headed "Occupations Being Considered." Which jobs do you think that you'd really like to do? Which really appeal to you? Write these down.

Step 3: You can also visit the website <http://www.goodcareersguide.com.au> for additional jobs in your main interest areas if you wish. Scroll down and under "Career Search", click on the drop down menu listed under "Type of Work"; you will see 7 types of work in drop down menu tabs. These are the **same interest areas** as in your VIQ Report. Choose your highest interest area. Then choose the "Field of Work" that you would enjoy the most from the drop down menu. Lastly, choose the level of education you want from "Skill Level". Then do the same for your second and third highest interest areas. This shows you a broader list of occupations under your areas of interest, but these of course, are **not** your 'chosen' careers as reflected in the VIQ report.

Step 4: Read each job description in more detail, including the "Duties and Tasks", the "Working Conditions" and the "Personal Requirements". Indicate in the last column of the next page whether you are still interested in the job by placing a tick or a cross next to each job. If you are a **student**, get your list down to 5 chosen jobs. If you are an **adult**, you may wish to restrict your chosen jobs to perhaps 1 or 2, or possibly 3 at the most.

Step 5: On the pages following these instructions, **write down** your list of chosen occupations. Enter each job under, "Chosen Occupation 1", "Chosen Occupation 2" etc.

Step 6: Now read **all** about the job in the "Good Careers Guide" and write down the **skills required** for each job. This will help you to rank your top selections.

Step 7: Write down the **education** and **training** required for each job.

Step 8: Write down the **entry requirements** to gain access to courses etc. for that job. If you are an **adult**, you need not proceed further. You now know what's required for these careers.

Step 9: If you are a **student**, work out and **list what Year 12/13** secondary education **subjects** you would therefore need based on Steps 1 to 8 (and especially Steps 7 & 8).

Step 10: If you are in Year 10, go ahead and work out and **list what Year 11** secondary education subjects you would therefore need based on Step 9.

For further Career Counselling or Career Testing contact:

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EXAMPLE for Steps 1 - 4

Step 1: Interest Area	Step 2: (and Step 3 if you wish) Occupations Being Considered	Step 4: Read Job Summary, Duties & Tasks, Personal Requirements Online – Still interested?
<i>Analytic or Scientific</i>	<i>Agricultural Scientist</i>	<i>No</i>
	<i>Chemical Engineer</i>	<i>Yes</i>
	<i>Veterinarian</i>	<i>No</i>

Interest Area 1	Occupations Being Considered	Interested?

Interest Area 2	Occupations Being Considered	Interested?

Interest Area 3	Occupations Being Considered	Interested?

EXAMPLE for Steps 5 - 10

Step 5: <u>Chosen Occupation</u>	Step 6: Skills Required	Step 7: Education and Training
Chemical Engineer	<i>Able to identify, analyse and solve problems</i>	<i>University of Adelaide</i>
	<i>Good communication skills Practical and creative</i>	<i>Bachelor of Engineering (Chemical)</i>
	<i>Able to work independently and able to accept responsibility</i>	<i>4 years full-time</i>
Step 8: Entry Requirements	Step 9: Year 12/13 Subjects	Step 10: Year 11 Subjects
<i>Year 12 (SACE Stage 2)</i>	<i>Mathematical Studies</i>	<i>Maths (3 units)</i>
<i>Pre-requisites: Mathematical Studies, Chemistry, and Specialist Maths</i>	<i>Specialist Maths, Chemistry</i>	<i>Physics and Chemistry</i>

Chosen Occupation 1	Skills Required	Education and Training
Entry Requirements	Year 12/13 Subjects	Year 11 Subjects

Chosen Occupation 2	Skills Required	Education and Training
Entry Requirements	Year 12/13 Subjects	Year 11 Subjects

Chosen Occupation 3	Skills Required	Education and Training
Entry Requirements	Year 12/13 Subjects	Year 11 Subjects

Chosen Occupation 4	Skills Required	Education and Training
Entry Requirements	Year 12/13 Subjects	Year 11 Subjects

Chosen Occupation 5	Skills Required	Education and Training
Entry Requirements	Year 12/13 Subjects	Year 11 Subjects

Congratulations on working out a career plan! This plan can be adapted and changed as you go along, but it is a great starting point.