

# Leaving school exit plan

Before you start, check that you:

- have a clear idea about what you want to do when you leave school
- have spoken to your parents, teachers, careers adviser, guidance counsellor or dean about your plan to leave school.

## 1. What will you do when you leave school?

Write your goal and a target date for each one below:

Goal	Target date

**TIP** Make sure your goals follow the **SMARTER** principle:  
Specific, Measurable, Achievable, Relevant, Timed, Evaluated, Reviewed

## 2. Who can help you reach your goal?

**TIP** To get help from a careers expert, chat online at [www.careers.govt.nz](http://www.careers.govt.nz)

### 3. What do you need to do before you leave school?

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Check that you have:

- your record of achievement and NCEA results notice
- school reports and/or portfolios of work
- evidence of work experience
- school certificates, medals or awards
- references or testimonials from current teachers, dean or principal
- paid any outstanding school fees
- handed in your school textbooks
- sold your school uniform (optional)

**TIP** It's a good idea to keep all your important documents together in one place, for example in a folder.

### 4. If you are going into work, are you prepared?

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Check that you have:

- an up-to-date CV
- an IR number (tax number)
- a driver's licence
- a bank account
- interview and work clothes
- transport to and from work

**TIP** Check out the Finding a job action plan for help with job hunting at [www.careers.govt.nz](http://www.careers.govt.nz)

## 5. If you are going into study, are you prepared?

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Check that you have:

- enough NCEA credits for course entry
- completed student enrolment
- looked into scholarships
- applied for a student loan and/or allowance if you need it
- arranged student accommodation if you need it
- registered with Student Job Search if you want to do some part-time work
- taken note of orientation and course start dates

**TIP** Check out the Going into tertiary study action plan to help plan your student life at [www.careers.govt.nz](http://www.careers.govt.nz)

## 6. If you are going into work-based training, are you prepared?

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Check that you have:

- enough NCEA credits for entry into training
- an up-to-date CV to apply for work-based training or an apprenticeship
- an IR number (tax number)
- a driver's licence
- a bank account
- interview and work clothes
- transport to and from work
- applied for a student loan or scholarship if you need it
- contacted the relevant industry training organisation

**TIP** Check out our step-by-step guide to becoming an apprentice at [www.careers.govt.nz](http://www.careers.govt.nz)

## 7. If you are taking time out, are you prepared?

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Think through the following:

- what will you do and achieve with your time out?
- how will you make this happen?
- what will you do for money during this time?

**TIP** Visit [www.careers.govt.nz](http://www.careers.govt.nz) to find things you can do in a gap year