



*Stay on track:*

*Everything you need to have in place before you leave school*

## Student Workbook

Years 11-13, Unit 1, Resource 12

## Stay on track:

### What do you need to have in place before you leave school?

The 'Stay on Track' list on the following pages has been designed to help set you up for success as you transition from school to your next career step.

While many students leave school without having all these things ticked off, the more you can do now, the easier you will find the transition.

Some items on the list will take you 2 minutes to sort out (e.g. creating a sensible email address), while others will take some time, planning, money and help from others (e.g. gaining a driver license).

When it feels like you have an overwhelming amount to do or a big goal to reach, it helps to chunk it down into small pieces and gradually tick things off.

This way you are:

- a) setting yourself up for success
- b) not missing out on potential opportunities
- c) won't be left with a big, scary amount to do at the last minute.

To help you break down the list to tackle a bit at a time, we have divided the items up into Year levels to help keep you on track. Note, this is just a guide. You can work on the list in any order and at your own pace.

Use the workbook to make notes as you go and record your progress in Career Central ('Am I on track?', under 'Next Steps').

## Year 11

Item	Why it's needed:	What do I need to do?	Can I do this on my own?	How much will it cost?	Whānau support needed	Who else could help me?	When do I need it done by?	Links for more info
1. Access to full NZ Birth Certificate or proof of NZ Citizenship or Residency	To apply for a tax number, driver license or passport, open a bank account, access free or subsidised education, healthcare etc.	Obtain an official copy of your identity certificate. A photocopy of the original won't always be enough.	See the link for more info	Depends on the certificate, see the link for more info.	Check with whānau to see if you can access your original documents. If not, follow the link for more information			<a href="https://www.govt.nz/browse/passports-citizenship-and-identity/">https://www.govt.nz/browse/passports-citizenship-and-identity/</a>
2. NZ student photo ID	Photo identification is often needed when applying for official documents and discounts	If you've lost or damaged it badly, apply for a new one	Yes	Check with school				
3. IRD (tax) number	Open a bank account, get paid, apply for student loans/allowance, access to government support	Apply online with 2 forms of ID – birth/citizenship certificate & student photo ID – see the link for more info	Yes, but easier for a parent to apply on your behalf if you're younger than 16	Nothing	<ul style="list-style-type: none"> <li>• Check to see if already have one</li> <li>• Birth/citizenship certificate</li> </ul>			<a href="http://www.ird.govt.nz/managing-my-tax/ird-numbers">www.ird.govt.nz/managing-my-tax/ird-numbers</a>

# Year 11

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4. Bank account	To get paid and pay bills	See individual bank websites for ID requirements	Yes	Nothing, but you might need a few dollars to put in as an opening deposit				<a href="https://www.comparebear.co.nz/how-to-apply-for-a-bank-account-online-nz">https://www.comparebear.co.nz/how-to-apply-for-a-bank-account-online-nz</a> <a href="https://www.student.com/articles/how-to-open-a-student-bank-account-in-new-zealand">https://www.student.com/articles/how-to-open-a-student-bank-account-in-new-zealand</a>
5. Sensible personal Email address	So you sound professional when applying for jobs etc.	Gmail is a free and easy option, if you already have a gmail address with a not-so-sensible handle, you can add another to your account (see link)	Yes	Nothing				<a href="https://www.rightinbox.com/blog/add-a-second-gmail-account">https://www.rightinbox.com/blog/add-a-second-gmail-account</a> <a href="https://nethunt.com/blog/how-to-choose-professional-email-address/">https://nethunt.com/blog/how-to-choose-professional-email-address/</a>
6. Learner driver license (from 16 <sup>th</sup> birthday)	75% of jobs in NZ require at least a Restricted driver license. You need a Learner license before you can start practicing driving	See the NZTA link for more info	Yes, this is just the theory test. See the Drive link to start studying	See the NZTA link	You may need financial support and transport to get to the testing venue.  Waikato-Tainui registered tribal members are eligible for subsidies.			<a href="https://www.nzta.govt.nz/driver-licences/getting-a-licence/licences-by-vehicle-type/cars/">https://www.nzta.govt.nz/driver-licences/getting-a-licence/licences-by-vehicle-type/cars/</a> <a href="https://drive.govt.nz/">https://drive.govt.nz/</a> <a href="https://waikatotainui.com/learn-post/grants/">https://waikatotainui.com/learn-post/grants/</a>

## Year 12 / before you leave school

Item	Why it's needed:	What do I need to do?	Can I do this on my own?	How much will it cost?	Whānau support needed	Who else could help me?	When do I need it done by?	Links for more info
7. Restricted or Full driver license	75% of jobs in NZ require at least a Restricted driver license. You need a Learner license before you can start practicing driving	See the NZTA link for more info	No, you will need access to a car and someone who has had a full NZ driver license for at least 2 years to teach you how to drive.	See the NZTA link	You may need financial support. Waikato-Tainui registered tribal members are eligible for driver license subsidies.			<a href="https://www.nzta.govt.nz/driver-licences/getting-a-licence/licences-by-vehicle-type/cars/">https://www.nzta.govt.nz/driver-licences/getting-a-licence/licences-by-vehicle-type/cars/</a> <a href="https://waikatotainui.com/learn-post/grants/">https://waikatotainui.com/learn-post/grants/</a>
8. Level 2 Maths	Gives you the numeracy skills needed for most jobs, apprenticeships and tertiary study courses.	Hang in there with maths till at least Level 2	Yes, but see your teacher if you need help	Nothing				Check Kamar
9. Level 2 English	Gives you the literacy skills needed for most jobs, apprenticeships and tertiary study courses.	Hang in there with English till at least Level 2	Yes, but see your teacher if you need help	Nothing				Check Kamar

## Year 12 / before you leave school

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10. A clean social media presence	Future potential employers and landlords will google you.	See the link for tips	Yes	Nothing				<a href="https://www.linkedin.com/pulse/how-clean-up-your-online-profiles-ultimate-guide-job-seekers-clark/">https://www.linkedin.com/pulse/how-clean-up-your-online-profiles-ultimate-guide-job-seekers-clark/</a>
11. Up-to-date Curriculum Vitae (CV)	Applying for jobs	Create a CV using a template	Yes	Nothing	None, although they might be able to help you identify what you're great at!			Careers Central CV builder 'About Me'
12. Look into scholarships if you're planning on going to uni or other tertiary study	Scholarships open for application at all times of the year – don't miss out on free money by being too late. Many scholarships are awarded based on your Year 12 NCEA results.	Check what you might be eligible for, when applications open and what you will need.	Yes, although some may require support from others.	Nothing				<a href="https://www.govt.nz/browse/education/tertiary-education/scholarships-grants-and-awards/">https://www.govt.nz/browse/education/tertiary-education/scholarships-grants-and-awards/</a>  Career Central, 'Next Steps', 'Scholarships'
13. Interview and work clothes	One good set of clothes appropriate for a job interview	Have a clean and tidy collared shirt, a set of tidy pants or knee-length skirt and clean and tidy shoes	Yes (although you might need some support with \$)	Check what you already have. Op shops and low-cost clothing stores are good options. Tidy school shoes are fine.	You may need to ask for money for clothes. Do some research to find out how much you might need.			<a href="https://www.youthcentral.vic.gov.au/jobs-and-careers/job-interviews/attending-interviews/how-to-dress-for-a-job-interview">https://www.youthcentral.vic.gov.au/jobs-and-careers/job-interviews/attending-interviews/how-to-dress-for-a-job-interview</a>

## Year 12 / before you leave school

Item	Why it's needed:	What do I need to do?	Can I do this on my own?	How much will it cost?	Whānau support needed	Who else could help me?	When do I need it done by?	Links for more info
14. A referee	When you are applying for a job, the potential employer might ask you if they can contact someone you know who can say good things about you.  Referees are often required when applying for scholarships.	Ask someone outside of your family if they will do this for you (e.g. a favourite teacher, coach, church or community leader, or someone you have done paid or volunteer work for)	Yes	Nothing	None			<a href="https://www.careers.govt.nz/articles/how-to-choose-good-referees-when-job-hunting/">https://www.careers.govt.nz/articles/how-to-choose-good-referees-when-job-hunting/</a>
15. endorseMe® employability record  <i>Coming soon to Hillcrest High</i>	A record of your employability skills to attach to your CV	Download the endorseMe® app and ask teachers, coaches etc. to endorse you for 'soft' skills	You will need to be set up through school.	Nothing	None			<a href="https://smartnz.nz/endorseme/">https://smartnz.nz/endorseme/</a>

## Year 12 / before you leave school

Item	What it's needed for	What do I need to do?	Can I do this on my own?	How much will it cost?	Whānau support needed	Who else could help me?	When do I need it done by?	Links for more info
16. A plan for your next step, including how you will fund your new life	It's much easier and a lot less scary to take your next step when you know where you're headed. Make sure you have a solid plan in place before you leave school.	See the links	Yes	Nothing	Talk to your whānau about your ideas and plans and ask if they are able to help you in any way.			<a href="https://futureforce.nz/tools/">https://futureforce.nz/tools/</a> <a href="https://futureforce.nz/tools/job-hunting/">https://futureforce.nz/tools/job-hunting/</a> <a href="http://www.govt.nz/browse/education/training-and-apprenticeships/apprenticeships/">www.govt.nz/browse/education/training-and-apprenticeships/apprenticeships/</a> <a href="http://www.moneyhub.co.nz/students.html">www.moneyhub.co.nz/students.html</a> <a href="http://www.studylink.govt.nz">www.studylink.govt.nz</a>
17. Community Services Card	Access to discounted health care and transport	Check your eligibility by following the link	Yes	Nothing				<a href="https://www.workandincome.govt.nz/products/a-z-benefits/community-services-card.html">https://www.workandincome.govt.nz/products/a-z-benefits/community-services-card.html</a>
18. RealMe identity	Apply for financial assistance, student loans and allowances, a passport, enrol to vote	See the link for details						<a href="https://www.realme.govt.nz/students/">https://www.realme.govt.nz/students/</a>

## Year 12 / before you leave school

Item	What it's needed for	What do I need to do?	Can I do this on my own?	How much will it cost?	Whānau support needed	Who else could help me?	When do I need it done by?	Links for more info
19. Work experience (paid or voluntary)	To help you make career decisions, develop work readiness skills, build up your CV and earn money while studying	See the links and your school Careers team if you're interested in Gateway. Make sure you have a set of job interview clothes, an up-to-date CV, an IRD number and a bank account you can be paid into.	Yes, although you may need support from your school careers team and whānau	Nothing	It's recommended you share your plans with whānau before applying for jobs. You may need whānau support if you have other responsibilities at home, also help with transport to and from work.			<a href="https://futureforce.nz/tools/job-hunting/">https://futureforce.nz/tools/job-hunting/</a> <a href="https://volunteeringwaikato.org.nz/">https://volunteeringwaikato.org.nz/</a> Career Central, 'Next Steps', 'Gateway'
20. A final free dental check before you turn 18	After 18 you will need to pay for all dental treatment.	Book this in well before your 18 <sup>th</sup> birthday in case you need follow-up work.	Yes		Check which dentist you are signed up with or follow the link to find one			<a href="https://www.waikatodhb.health.nz/your-health/wellbeing-in-the-waikato/oral-health/">https://www.waikatodhb.health.nz/your-health/wellbeing-in-the-waikato/oral-health/</a>
21. You can cook at least 3 nutritious meals, know how to clean and do laundry	As an adult you need to know how to look after yourself and stay healthy	Help out at home, ask to be shown how to do these things, see the links for tips.	Yes	Nothing				<a href="https://www.weareteachers.com/life-skills-for-teens/">https://www.weareteachers.com/life-skills-for-teens/</a> <a href="https://www.workandincome.govt.nz/documents/on-a-benefit/the-great-little-cookbook.pdf">https://www.workandincome.govt.nz/documents/on-a-benefit/the-great-little-cookbook.pdf</a>

## Year 12 / before you leave school

Item	What it's needed for	What do I need to do?	Can I do this on my own?	How much will it cost?	Whānau support needed	Who else could help me?	When do I need it done by?	Link for more info
22. Access to reliable transport to work or further study	As an adult you will be responsible for your own transport.	This will depend on how far away you will live from your job/place of study. Options could include public transport, walking, biking or driving.	Yes	Depends, you will need to do some research				<a href="https://www.google.com/maps/dir/@21.0387217,105.7817828,19z/data=!4m2!4m1!3e0?hl=en">https://www.google.com/maps/dir/@21.0387217,105.7817828,19z/data=!4m2!4m1!3e0?hl=en</a> <a href="https://www.trademe.co.nz/a/motor">https://www.trademe.co.nz/a/motor</a>
23. Research the place you'd like to study at	Make informed decisions about your next step. Some courses are better, and cheaper than others	Start with <u>what</u> you want to study rather than where. Research options, costs, course pre-requisites and factor in things like accommodation and transport options.	Yes	Nothing				<a href="https://studyspy.ac.nz/search/course">https://studyspy.ac.nz/search/course</a>

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24. Check NCEA credits and other entry requirements for your course	Many courses require certain NCEA credits or experience to be able to take them.	Research the course you'd like to take	Yes	Nothing				Career Central: <ul style="list-style-type: none"> <li>• 'Resources', 'University, Polytech, Others'</li> <li>• 'My saved jobs', click on 'Job', 'Does this job suit me?'</li> </ul> <a href="https://www.careers.govt.nz/courses/find-out-about-study-and-training-options/">https://www.careers.govt.nz/courses/find-out-about-study-and-training-options/</a> <a href="https://www.careers.govt.nz/courses/">https://www.careers.govt.nz/courses/</a> <a href="https://www.careers.govt.nz/courses/find-out-about-study-and-training-options/apprenticeships/">https://www.careers.govt.nz/courses/find-out-about-study-and-training-options/apprenticeships/</a> <a href="https://studyspy.ac.nz/search/courses">https://studyspy.ac.nz/search/courses</a>

## Year 13 / before you go on to further study

Item	What it's needed for	What do I need to do?	Can I do this on my own?	How much will it cost?	Whānau support needed	Who else could help me?	When do I need it done by?	Links for more info
25. Achieved or on track for U.E. if going to university	You need at least 14 credits in each of three approved subjects to be accepted into university	See the link to make sure you are taking enough of the right credits	Yes	Nothing	None	See your teacher		<a href="https://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/approved-subjects/">https://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/approved-subjects/</a>
26. Arranged or applied for accommodation	If you are moving away from home, get onto this early as accommodation gets snapped up quickly. If you're looking for a student flat close to the learning institution start looking in October/November for next year.	If you're going away to study, check the learning institution's website for accommodation options. Otherwise see the links	Yes	Varies depending on the type of accommodation and where it is.  Check the <a href="#">studylink link</a> to see if you're eligible for an accommodation allowance.	Check the accommodation providers, you may need whānau to support your application			<a href="https://www.trademe.co.nz/a/marketplace/flatmates-wanted?gclid=EAlaIqobChMI0aWj9eSl-AIVZoJLBR0aNQ9aEAAYASAAEgJ_KPD_BwE">https://www.trademe.co.nz/a/marketplace/flatmates-wanted?gclid=EAlaIqobChMI0aWj9eSl-AIVZoJLBR0aNQ9aEAAYASAAEgJ_KPD_BwE</a>  <a href="https://www.studylink.govt.nz/about-studylink/news/2015/accommodation-support-for-students.html">https://www.studylink.govt.nz/about-studylink/news/2015/accommodation-support-for-students.html</a>
27. Applying for scholarships	Scholarships are open for application at all times of the year – don't miss out on free money by being too late.	Check what you might be eligible for, when applications open and what you will need.	Yes, although some may require support from others e.g. referee	Nothing				<a href="https://www.govt.nz/browse/education/tertiary-education/scholarships-grants-and-awards/">https://www.govt.nz/browse/education/tertiary-education/scholarships-grants-and-awards/</a>

## Year 13 / before you go on to further study

Item	What it's needed for	What do I need to do?	Can I do this on my own?	How much will it cost?	Whānau support needed	Who else could help me?	When do I need it done by?	Links for more info
28. Applied for student loan &/or allowances	Study and cost of living is expensive. You need a plan for how you're going to fund it.	See the links to estimate how much studying will cost you, whether you are eligible for allowances and how to apply for a student loan if you need one.	Yes, although you may need some support from whānau	See the ' <a href="#">how much study will cost</a> ' link	Talk to your whānau about your plans and share your cost calculations. Are they able to contribute toward anything or do you need their help to apply for allowances, loans or other grants?			<a href="https://www.studylink.govt.nz/startng-study/thinking-about-study/how-much-study-will-cost.html">https://www.studylink.govt.nz/startng-study/thinking-about-study/how-much-study-will-cost.html</a> <a href="https://www.studylink.govt.nz/products/a-z-products/student-loan/index.html">https://www.studylink.govt.nz/products/a-z-products/student-loan/index.html</a> <a href="https://www.studylink.govt.nz/products/a-z-products/student-allowance/index.html">https://www.studylink.govt.nz/products/a-z-products/student-allowance/index.html</a>
29. Investigated part-time work options	Study and cost of living is expensive. The more you can earn while you're studying the less you'll be paying off in student loans later. Getting a part-time job while you're still in school is a good way to get some good work experience and save up as much as you can while you still have limited expenses.	See the links. Make sure you have a set of job interview clothes, an up-to-date CV, an IRD number and a bank account you can be paid into.	Yes	Nothing				<a href="https://futureforce.nz/tools/job-hunting/">https://futureforce.nz/tools/job-hunting/</a> <a href="https://futureforce.nz/job-board-2/">https://futureforce.nz/job-board-2/</a> <a href="https://www.sjs.co.nz/">https://www.sjs.co.nz/</a>