

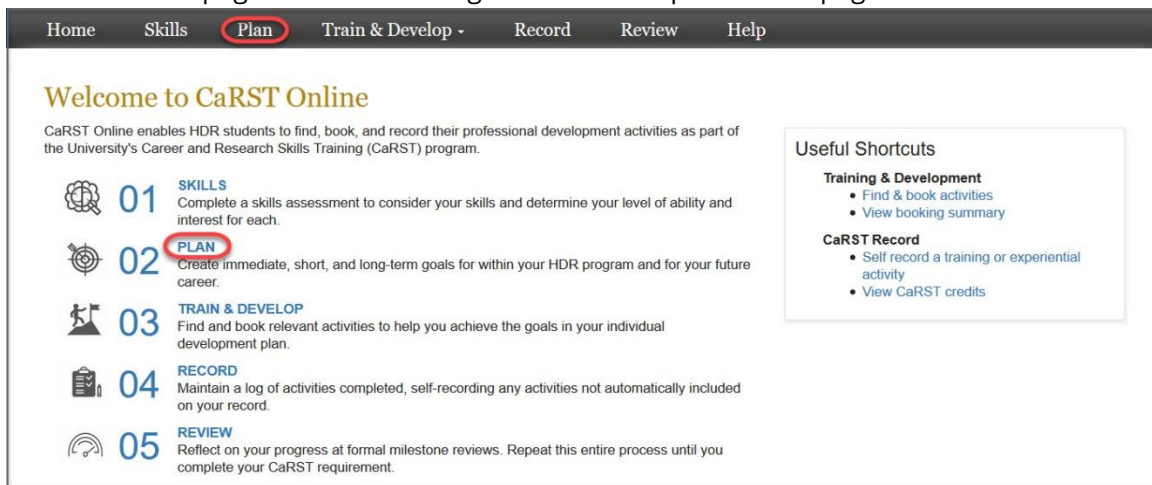
# Complete your Development Plan

## Introduction

Individually or in collaboration with your supervisor, you can set goals to create an individual Development Plan.

## Procedure

1. From the Homepage click on **Plan** to go to the Development Plan page.



Home Skills **Plan** Train & Develop - Record Review Help

### Welcome to CaRST Online

CaRST Online enables HDR students to find, book, and record their professional development activities as part of the University's Career and Research Skills Training (CaRST) program.

- 01 SKILLS**  
Complete a skills assessment to consider your skills and determine your level of ability and interest for each.
- 02 PLAN**  
Create immediate, short, and long-term goals for within your HDR program and for your future career.
- 03 TRAIN & DEVELOP**  
Find and book relevant activities to help you achieve the goals in your individual development plan.
- 04 RECORD**  
Maintain a log of activities completed, self-recording any activities not automatically included on your record.
- 05 REVIEW**  
Reflect on your progress at formal milestone reviews. Repeat this entire process until you complete your CaRST requirement.

**Useful Shortcuts**

**Training & Development**

- Find & book activities
- View booking summary

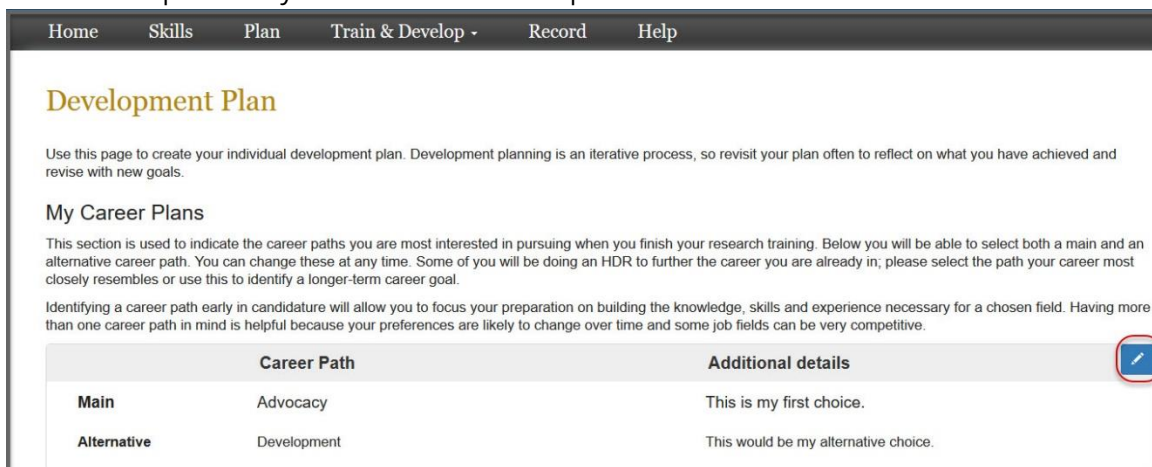
**CaRST Record**

- Self record a training or experiential activity
- View CaRST credits

## Setting your Career Path

Start by setting the career paths you are most interested in pursuing when you finish your research degree.

1. Click on the edit icon next to the career box. A pop-up box will appear where you can set both your main career path and your alternative career path.



Home Skills Plan Train & Develop - Record Help

### Development Plan


Use this page to create your individual development plan. Development planning is an iterative process, so revisit your plan often to reflect on what you have achieved and revise with new goals.

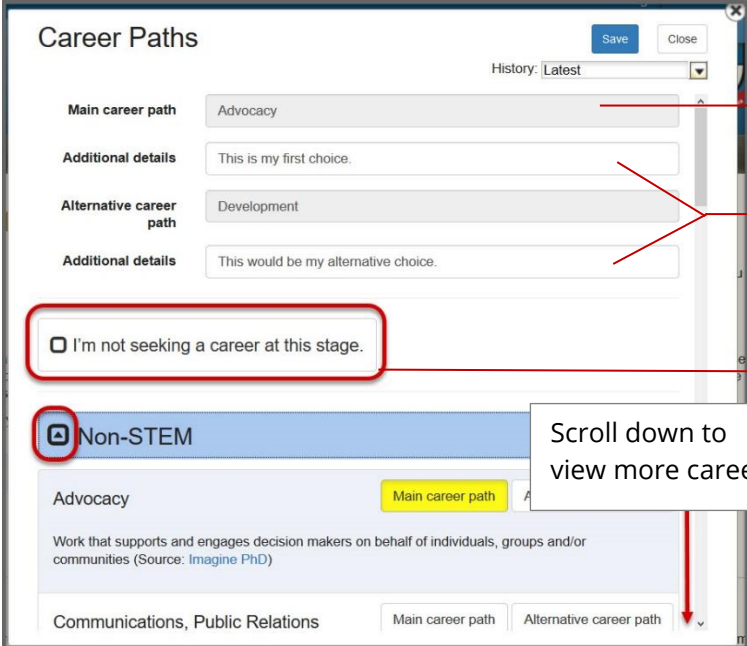
#### My Career Plans

This section is used to indicate the career paths you are most interested in pursuing when you finish your research training. Below you will be able to select both a main and an alternative career path. You can change these at any time. Some of you will be doing an HDR to further the career you are already in, please select the path your career most closely resembles or use this to identify a longer-term career goal.

Identifying a career path early in candidature will allow you to focus your preparation on building the knowledge, skills and experience necessary for a chosen field. Having more than one career path in mind is helpful because your preferences are likely to change over time and some job fields can be very competitive.

	Career Path	Additional details
<b>Main</b>	Advocacy	This is my first choice.
<b>Alternative</b>	Development	This would be my alternative choice.


- Click **I'm not seeking a career at this stage** if applicable OR click on the arrow  next to **Non-STEM** or **STEM** to expand a list of career paths for you to choose from.



**Career Paths** [Save] [Close]  
History: Latest

Main career path: Advocacy  
Additional details: This is my first choice.  
Alternative career path: Development  
Additional details: This would be my alternative choice.

I'm not seeking a career at this stage.

 Non-STEM

Advocacy [Main career path]  
Work that supports and engages decision makers on behalf of individuals, groups and/or communities (Source: Imagine PhD)

Communications, Public Relations [Main career path] [Alternative career path]

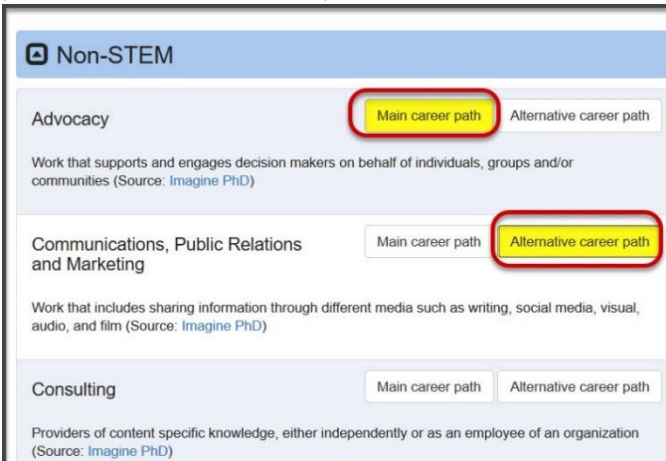
Scroll down to view more careers


You cannot write in this section. Selecting from the options below will add to the boxes.

Comments about your career path selections can be added in the **Additional Details** space at the top of the form.

Check the box if you're not yet seeking a career.

- Click on **Main Career Path** button next to the career of your choice to add it as your main career. Click on **Alternative Career Path** to choose your second choice of career. The buttons will change to yellow to indicate that they have been selected.



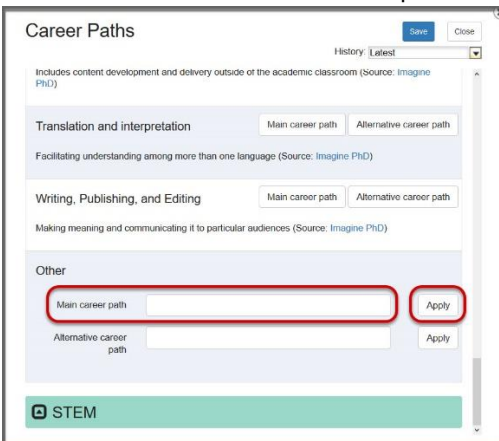
 Non-STEM

Advocacy [Main career path] [Alternative career path]  
Work that supports and engages decision makers on behalf of individuals, groups and/or communities (Source: Imagine PhD)

Communications, Public Relations and Marketing [Main career path] [Alternative career path]  
Work that includes sharing information through different media such as writing, social media, visual, audio, and film (Source: Imagine PhD)

Consulting [Main career path] [Alternative career path]  
Providers of content specific knowledge, either independently or as an employee of an organization (Source: Imagine PhD)

- You can manually add additional career paths by scrolling down to the bottom of the list and typing in the main and alternative career path sections under **Other**. Click **Apply** to add your addition.




**Career Paths** [Save] [Close]  
History: Latest

Includes content development and delivery outside of the academic classroom (source: Imagine PhD)

Translation and interpretation [Main career path] [Alternative career path]  
Facilitating understanding among more than one language (Source: Imagine PhD)

Writing, Publishing, and Editing [Main career path] [Alternative career path]  
Making meaning and communicating it to particular audiences (Source: Imagine PhD)

Other  
Main career path [input field] [Apply]  
Alternative career path [input field] [Apply]

 STEM

- Click **Save** and **Close** the pop-up window.

## Setting Goals

Once you have set a career path, add goals that will help you in your development towards that career. You can click on **Suggested Goals** for ideas on what type of goals you can set for yourself.

1. From the Development Page click on **Add Goal**. This will bring up a pop-up window.

The screenshot shows the 'Development Plan' interface. At the top, there's a title 'Development Plan' and a brief instruction. Below that, the 'My Career Plans' section contains a table with two rows: 'Main' (Advocacy) and 'Alternative' (Development). The 'Add Goal' button is circled in red in the 'My Goals' section, which currently shows an empty table with columns for Domain, Goal, Created, Due, and Status.

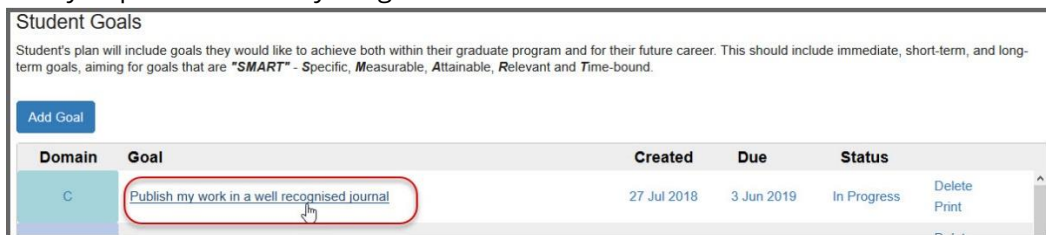
2. In the pop-up window you need to complete the following sections;

- **Goal Title:** Click in the box and type in a meaningful title for your goal.
- **How will you achieve this goal:** Click in the box and type in more specific details.
- **Domain:** Select the domain of the Researcher Development Framework (RDF) that your goal most closely aligns with. Click on **Learn more** for more information on what to select.
- **By when are you planning on completing this goal:** Use the calendar to set a deadline for your goal.
- **Status:** Select the Status for your goal

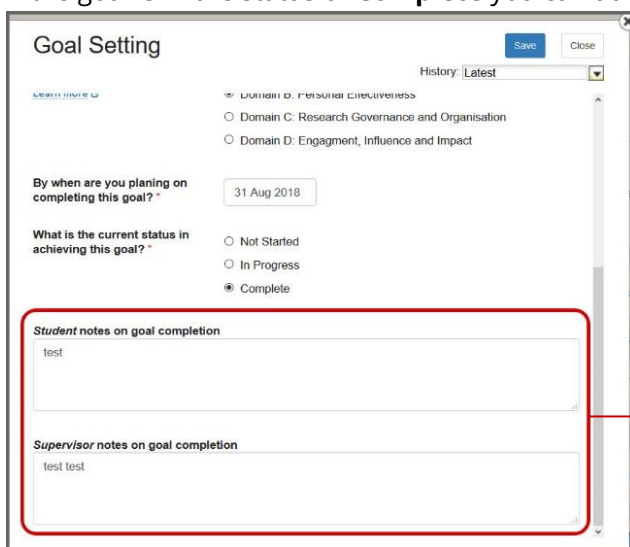
The 'Goal Setting' pop-up window contains several fields: a text box for the goal title, a larger text area for details, a radio button selection for the RDF Domain (A, B, C, D), a date picker for completion, and radio buttons for the current status (Not Started, In Progress, Complete). Red boxes highlight these elements, and red arrows point from them to labels on the right: 'Name of your goal', 'Details of your goal', 'Domain', 'Date for completion', and 'Current status'.

3. Click **Save** and **Close** the pop-up window

- Once a goal has been entered, you can click on the blue title of the goal to view or edit the details of how you plan to achieve your goal.



- If the goal is in the status of **Complete** you can add comments in the box at the bottom of the form.



If the goal has a status of **Complete**, comments can be added by writing in the space at the bottom of the goal form.

## Contact Us

For further support or questions, please contact Research Technology Support on +61 8 8313 7799 or [researchsupport@adelaide.edu.au](mailto:researchsupport@adelaide.edu.au)

If you have a question relating to the CaRST program, please visit their website at [www.adelaide.edu.au/carst](http://www.adelaide.edu.au/carst) or contact the CaRST team at [carst@adelaide.edu.au](mailto:carst@adelaide.edu.au)