

ARTIFICIAL INTELLIGENCE FOR CAREER PRACTITIONERS

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March 2026



WHAT TO EXPECT TODAY



The start

No one needs to be confident with Artificial Intelligence to get something useful from today.



Real work

We will stay close to the real week of a career practitioner, not abstract theory.



Live trying

We will use simple prompts together, so nobody is left watching only.



Human close

We will end with why your role matters even more when tools get stronger.

THREE MOMENTS WHERE THE CAPABILITY CAN HELP



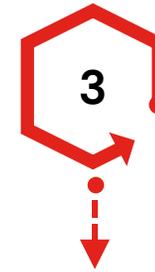
Before the conversation

Get organised for the week.
Triage tasks. Prepare for student appointments.



For the conversation

Pull together pathways,
context, trends and better
questions to ask.

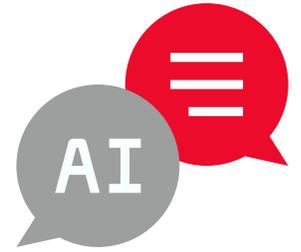


After the conversation

Summarise next steps,
compare options and draft
follow up support.

ACTIVITY ONE

BEFORE THE CONVERSATION • GET ORGANISED FOR THE WEEK AHEAD



Try this

Specific Prompt (Add relevant docs, files etc..)

"I am a school career practitioner, and this is what my week looks like. (Add top 3 tasks)

Help me organise my priorities, student appointments, admin tasks and preparation time.

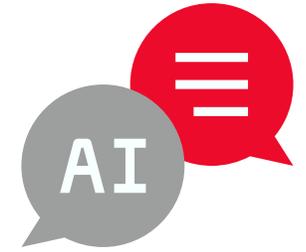
Show me what needs attention first, what can wait, and how I can structure the week more clearly."

General Prompt

"I work as a school career practitioner. Based on my role, explain how Gen AI could help me in my everyday work. Give me practical examples that are useful, realistic, and suitable for a school setting."

ACTIVITY TWO

FOR THE CONVERSATION • PREPARE FOR YOUR SCHEDULED STUDENT DISCUSSIONS



Try this

Specific Prompt (Add relevant docs, files etc..)

Act as a preparation assistant for me as a school career practitioner. Help me prepare for this week's student meetings by giving me:

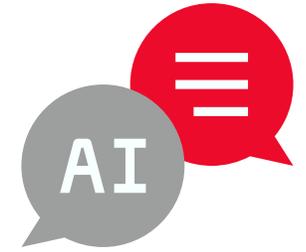
- relevant background
- pathway options
- current trends
- questions to ask
- things to verify
- possible next steps

General Prompt

"Help me prepare for student career conversations this week. Give me useful questions to ask, likely pathway options, and anything important I should check before the meeting."

ACTIVITY THREE

AFTER THE CONVERSATION • TURN NOTES INTO USEFUL SUPPORT



Try this

Specific Prompt (Add relevant docs, files etc..)

I have just met with a student who is interested in sport, but is unsure whether to pursue university, TAFE, vocational training or a related support role.

Help me summarise the key options, identify practical next steps, and draft a short follow up note I could adapt for the student.

General Prompt

“Act as a support assistant for a school career practitioner. Help me follow up after a student career conversation.

Give me a short summary of the discussion, possible next steps, and a simple follow up note I could adapt for the student or family.”

USE IT WISELY

RESPONSIBLE AND ETHICAL USE

Do not paste sensitive student information in open sources.

Use scenarios, broad descriptions or de identified notes instead.



Verify important facts

Check official sources before relying on pathways, entry requirements or labour market details.



Use it to support judgement

The tool can help you prepare, but your professional judgement stays central.



A FEW MORE WAYS TO EXPLORE IN YOUR WORK

Use cases

Planning and organisation

- Plan the week ahead
- Prioritise tasks and appointments
- Prepare meeting agendas

Student preparation

- Research pathways quickly
- Compare study and training options
- Generate stronger questions for discussions

Communication and follow up

- Draft parent messages
- Write student follow up notes
- Turn rough notes into clear summaries

Research, insight, and innovation

- Scan trends across industries
- Spot recurring themes in student questions
- Build a simple assistant for repeated tasks

ONE THING TO TAKE BACK ACT ON IT

**What is one task you
could now do differently
next week?**



A STORY

THE LIGHTHOUSE

*"It was never really about the lamp.
It was about safe passage."*

For a long time, lighthouse keepers kept the light alive so others could find their way through danger. Then the technology changed. Better lenses came. Electricity came. Ships needed more info. Automation came. The visible job changed, but the purpose did not.

Career practitioners are a little like that. Your work is not just handing out information. It is helping young people navigate uncertainty, ask better questions, and see a path with more clarity.

