

New Career and Enterprise resources for 2016

New
resources
for 2016

WACE Career and Enterprise and Workplace Learning programs

Now available for 2016: Check for samples on web

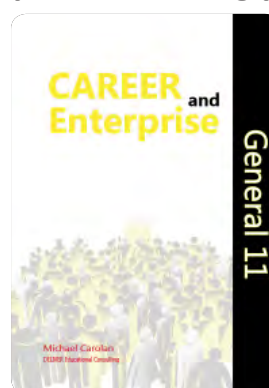
- **Career and Enterprise: CAE - General 11**
Full colour text/workbook. Approx. 310 pp.
Price \$52 (ISBN: 978-1-925172-25-6)
Fully reproducible e-version master also available to schools which enables students to use writeable PDF files.
- **Career and Enterprise: CAE - General 12/ATAR11**
Full colour text/workbook.
Approx. 354 pp. Price \$55 (ISBN: 978-1-925172-26-3)
Fully reproducible e-version master also available to schools which enables students to use writeable PDF files.

Available mid-2016 (proposed)

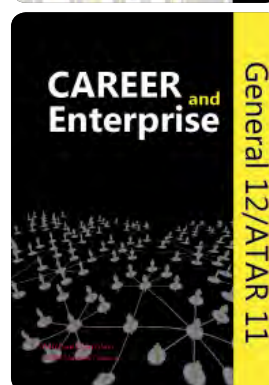
- Career and Enterprise: Foundation 12 and Career and Enterprise: Foundation 11

Available for 2017 (proposed)

- Career and Enterprise: CAE - ATAR12



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Released in 2015

A range of new resources are now ready for order. All of these new resources are available as full colour printed books or as e-version PDF masters that students can complete using ICT devices.

- ⇒ **Personal Development Activity Planner: Introductory & Personal Development Project Planner: Advanced** colour-coded PDS project planning guides.
- ⇒ **Work Placement Journal** (suitable for year 11 and Year 12 students work-related and vocational placements). Full colour A4 size and includes 40 pages of daily journals as well as all 20+ work-related application activities.
- ⇒ **Community Services: Foundation & Community Services: Intermediate** (industry-specific sets)
Industry-specific resource sets and workbooks support your VCAL, Applied Learning and work education and career/pathways programs with content-based topics and applied activities.

Feel free to contact me to discuss which resource sets might be best suited for your teaching program.

Current resource list: 2016 (* = new)

WACE Career and Enterprise (PDF e-versions also available)

- * Career and Enterprise General 11
- * Career and Enterprise General 12/ATAR 11

Career pathways, work education and personal development (PDF e-versions also available)

- > Career Pathways
- > Work Experience Journal
- > Work Placement Journal
- > Personal Development Activity Planner: Introductory
- > Personal Development Project Planner: Advanced

Industry-specific resources (PDF e-versions also available)

- > Community Services Foundation
- > Community Services Intermediate
- > Retail Foundation
- > Retail Intermediate

Industry and Enterprise

- > I&E Unit 1: Workplace Participation 3ed (& e-version)
- * I&E 1&2: Towards an Enterprising You 4ed
- > I&E 3&4: Towards an Enterprising Australia 3ed

VCAL and Applied Learning (Master sets also available)

- * Literacy - Intermediate 3ed Workbook/text and Activities booklet (revised for 2016) !!!also new e-version!!!
- * Literacy - Senior Workbook/text and Activities booklet (new for 2016) !!!also new e-version!!!
- > Numeracy - Intermediate Workbook/text and Activities booklet
- * Numeracy - Senior Workbook/text and Activities booklet (new for 2016)
- * Personal Development - Intermediate 3ed Workbook/text and Activities booklet (new colour ed for 2016)
- * Personal Development - Senior 2ed Workbook/text and Activities booklet (new colour ed for 2016)
- > Work Related Skills - Foundation Workbook/text and Activities booklet
- * Work Related Skills - Intermediate 3ed Workbook/text and Activities booklet (new colour ed for 2016)
- > Work Related Skills - Senior 2ed Workbook/text and Activities booklet

DELIVER Educational Consulting

PO Box 40, Moonee Vale 3055 Ph & Fax (03) 9939 1229 ABN 80 922 381 610

Check for samples at: www.deliverededucation.com.au michael@deliverededucation.com.au

Order form: Current from Term 1, 2016 (Note: All prices are GST inc.)

| WACE: Career and Enterprise | Printed text | e-version master | Total |
|--|---------------------|-------------------------|--------------|
| Career and Enterprise General 11 | _____ @ \$52 | _____ @ \$660 | _____ |
| Career and Enterprise General 12/ATAR 11 | _____ @ \$55 | _____ @ \$660 | _____ |

| Careers, Work Education & Personal Development | Printed text | e-version master | Total |
|---|---------------------|-------------------------|--------------|
| Career Pathways 2015 | _____ @ \$35 | _____ @ \$440 | _____ |
| Work Experience Journal 2015 | _____ @ \$20 | _____ @ \$165 | _____ |
| Work Placement Journal 2015 | _____ @ \$27.50 | _____ @ \$220 | _____ |
| Personal Development Activity Planner: Introductory 2015 | _____ @ \$25 | _____ @ \$165 | _____ |
| Personal Development Project Planner: Advanced 2015 | _____ @ \$27.50 | _____ @ \$220 | _____ |

| Industry and Enterprise | Printed text | e-version master | Total |
|--|---------------------|-------------------------|--------------|
| I&E Unit 1: Workplace Participation 3ed. 2015 | _____ @ \$33 | _____ @ \$440 | _____ |
| I&E Units 1&2: Towards an Enterprising You 4ed. 2015 | _____ @ \$42.50 | na | _____ |
| I&E Units 3&4: Towards an Enterprising Australia 3ed. 2012 | _____ @ \$59.95 | na | _____ |

| Industry-Specific Resources | Printed text | e-version master | Total |
|--|---------------------|-------------------------|--------------|
| Retail - Foundation 2014 | _____ @ \$33 | _____ @ \$165 | _____ |
| Retail - Intermediate 2014 | _____ @ \$33 | _____ @ \$165 | _____ |
| Community Services - Foundation 2015 | _____ @ \$33 | _____ @ \$165 | _____ |
| Community Services - Intermediate 2015 | _____ @ \$33 | _____ @ \$165 | _____ |

| VCAL/ Applied Learning Resource Sets | Printed text/workbook | Printed activities book | CD Master text/workbook | CD Master activities book | Combined CD master sets | or license with master e-version |
|--|------------------------------|--------------------------------|--------------------------------|----------------------------------|--------------------------------|---|
| Literacy - Intermediate 3ed. New 2016 | _____ @ \$35 | _____ @ \$27.50 | _____ @ \$165 | _____ @ \$77 | or _____ @ \$220 | or _____ @ \$330 |
| Literacy - Senior New 2016 | _____ @ \$35 | _____ @ \$27.50 | _____ @ \$165 | _____ @ \$77 | or _____ @ \$220 | or _____ @ \$330 |
| Numeracy - Intermediate 2015 | _____ @ \$35 | _____ @ \$27.50 | _____ @ \$165 | _____ @ \$77 | or _____ @ \$220 | na |
| Numeracy - Senior New 2016 | _____ @ \$35 | _____ @ \$27.50 | _____ @ \$165 | _____ @ \$77 | or _____ @ \$220 | na |
| PDS - Intermediate 3ed. 2016 | _____ @ \$35 | _____ @ \$27.50 | _____ @ \$165 | _____ @ \$77 | or _____ @ \$220 | nya |
| PDS - Senior 2ed 2016 | _____ @ \$35 | _____ @ \$27.50 | _____ @ \$165 | _____ @ \$77 | or _____ @ \$220 | nya |
| WRS - Foundation 2014 | _____ @ \$35 | _____ @ \$27.50 | _____ @ \$165 | _____ @ \$77 | or _____ @ \$220 | nya |
| WRS - Intermediate 3ed. 2016 | _____ @ \$35 | _____ @ \$27.50 | _____ @ \$165 | _____ @ \$77 | or _____ @ \$220 | nya |
| WRS - Senior 2ed. 2014 | _____ @ \$35 | _____ @ \$27.50 | _____ @ \$165 | _____ @ \$77 | or _____ @ \$220 | nya |
| Totals | _____ | _____ | _____ | _____ | _____ | _____ |

Add Postage: CD-only orders = \$6 Melb metro printed books = \$12
Regional Vic and interstate 1 book = \$13, 2-4 books = \$15 Contact me for larger orders.
***I recommend Express Post of \$15 for up to 4 VCAL, Industry-Specific or Careers etc.**
books; or for 2 CAE books or 2 I&E books. (More for larger orders.)

| | |
|--------------------------|-----------------------|
| Postage amount \$ | Grand Total \$ |
| _____ | _____ |

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Position: _____

e-mail: _____

School: _____

Address: _____

Order No: _____ **Approx. Amount \$** _____ **ABN:** _____

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CAREER ^{and} Enterprise

Career and Enterprise - General 12/ATAR11

Contents

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1st published January 2016

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Career and Enterprise - General 12/ATAR11

ISBN: 978-1-925172-26-3

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- MCEECDYA, 2010 The Australian Blueprint for Career Development, prepared by Miles Morgan Australia, Commonwealth of Australia, Canberra. Available at: www.blueprint.edu.au

Disclaimer: All material is provided in good faith but it is the responsibility of students and teachers to check current and appropriate guidelines, assessment information and publications.

General 12/ATAR 11

Effective Job-Seeking

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Comments:

effective
job-seeking

Introduction: Effective Job-Seeking

In this section you will focus on developing specific techniques, resources and documents to assist in building your career pathway. At this stage of Career and Enterprise you will be expected to actively engage with contacts to expand your network and to produce an appropriate résumé, as well to develop an understanding of the job application process. The aim is for you to strengthen your IPP and EPP so that you can be ready to pursue potential job and work placement opportunities. You will also further refine and add to your IPP and EPP as the year progresses.

An enterprising approach to developing your career competencies will assist you to proactively demonstrate each of these six capabilities.

- ✓ **Entrepreneurial behaviours** by proactively taking responsibility for your IPP.
- ✓ **Learning to learn** by using suitable formats presented in model pathways documents and by participating in an interview process.
- ✓ **Career development and management** by personalising your own career pathway documents for your IPP.
- ✓ **Work skills** by identifying varied transferable and industry-specific skills that you possess and including these in documents in your IPP.
- ✓ Understanding of **the nature of work** by analysing appropriate career development techniques.
- ✓ **Gaining and keeping work** by pursuing potential job and work placement opportunities.

What about you?

To successfully complete this unit you will be required to achieve the following.

1. Demonstrate an understanding of key terminology and concepts through your ongoing completion of a glossary.
2. Actively participate in class discussion.
3. Apply what you have learned to your own career pathway development.
4. Complete and submit ongoing activities as directed by your teacher.
5. Complete an assessment task to compile your own Individual Pathways Portfolio.



Your IPP & EPP: Effective Job-Seeking

This section directly supports the development of your ongoing personalised Individual Pathways Portfolio and Electronic Pathways Portfolio. Tasks you will be required to complete for your IPP and EPP include these, as well as others directed by your teacher.

- ☐ Explain and use different methods of sourcing job opportunities, including online sites.
- ☐ Discuss the benefits of networking including e-networking and apply these to your own career pathways development.
- ☐ Draft an entry-level or industry-specific résumé and prepare a final print and e-version.
- ☐ Discuss types of job applications and processes and their suitability to your pathway.
- ☐ Draft an application letter and use this to source a potential work-related opportunity.
- ☐ Identify key requirements and strategies to succeed in job interviews.

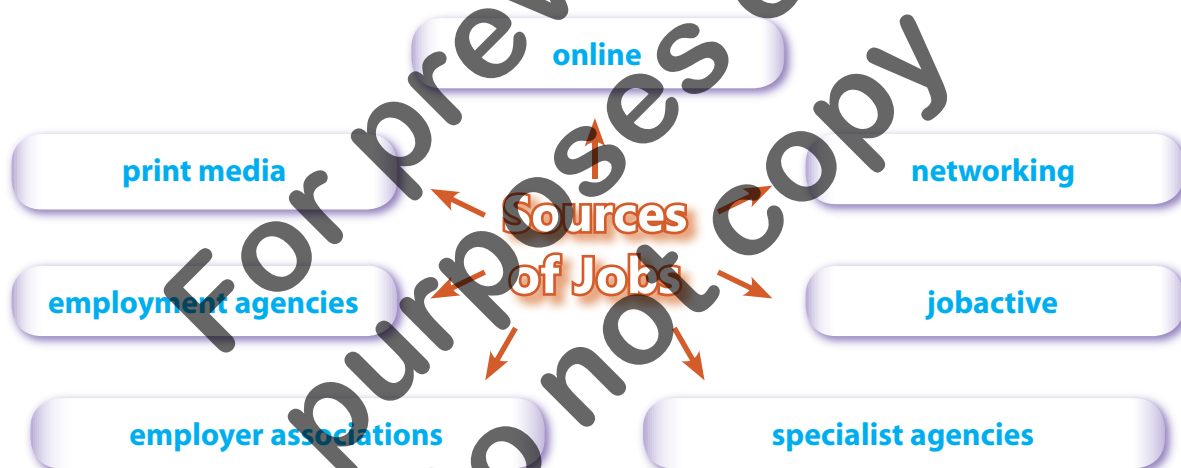
Your teacher will give you more direction on your IPP and EPP requirements as needed.

1. Finding work

Finding work requires a systematic and enterprising approach whereby you use and combine as many different methods as possible. Finding work can be really hard work itself! So you can't just rely on one single method of **job-seeking**. If you want to get an edge in the job market then you must use all the job-seeking tools at your disposal. And of course the jobs won't come to you; rather you have to get out there and actively seek work.



Some methods of finding work are much more effective than others depending upon the type of work you are looking for and also the stage of your career. An effective modern day job-seeker should use **print** and **online** methods as well as utilising their **network** and contacts to access the '**hidden**' **job market**. So do you know where you can find jobs advertised in print and online? And are you aware of all the people in your life and all the **specialist agencies** you can register with that can help you find employment? If not, then it's time to find out!



effective
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Job-seeking steps

1. Investigate realistic career pathways and options that match your goals.
2. Develop a suite of skills, experience and qualifications to achieve those goals.
3. Organise your IPP including: résumés, application letters, copies of certificates, interview tips, referees, etc..
4. Find job opportunities that are available in the labour market.
5. Tailor your pathways portfolio to suit the position you are applying for.
6. Apply for those positions that suit your pathways aims.
7. Revisit and modify your goals, and/or improve your skills if you are not immediately successful.

Note: At any time you can seek help and support!

Online portals

- ⇒ The growth of online employment advertising has been staggering with online employment advertising becoming the dominant method for attracting applicants.
- ⇒ Dedicated employment sites include: www.seek.com.au, www.adzuna.com.au, www.careerone.com.au, www.alljobs.com.au and the Government's **jobsearch**. These are the main portals for sourcing employment. These sites also offer the benefit of lodging résumés, career profiling, job matching and message alerts.
- ⇒ *ApprentiCentre* is an online portal that includes lots of useful advice and resources for those interested in Australian Apprenticeships; and it also has a jobs board with current job ads, and lots of useful links!
- ⇒ You can also register directly with many employers through their own online e-cruiting portals. This can extend to professional associations.



jobactive

- ⇒ *jobactive* is the Commonwealth government's job-seeker service. It features a range of organisations that provide employment services across Australia.
- ⇒ *jobactive* members are called *jobactive providers* and they are contracted by the government to assist unemployed people to access workforce opportunities.
- ⇒ Some providers specialise in remote jobs and disability support. Start with Centrelink or www.jobsearch.gov.au (the government's online job-seeking portal).



Print media

- ⇒ Employment vacancies are widely advertised in the classified section of print media, especially on Saturdays. Check *The West Australian* or your regional or local paper.
- ⇒ Print advertisements allow a job-seeker to browse a wide variety of advertisements and to make quick comparisons.
- ⇒ However, the use of print media for vacancies, especially entry-level vacancies is declining. But many local entry-level opportunities are still advertised in regional and local newspapers.

Employment agencies and Specialist agencies

- ⇒ Employment agencies operate to source potential applicants and employees for organisations and usually handle some or all of the recruitment process for employers.
- ⇒ Employment agencies might source full-time, part-time, casual or in many cases temporary or contract work. Some agencies specialise in finding workers for particular industries but many also cater to a broad and diverse range of employers.
- ⇒ Australian Apprenticeship Centres and Group Training Organisations may specialise in apprenticeships (such as KGT) while others, such as *Youth Connections* focus on students at risk of not finishing school.
- ⇒ The *Aboriginal Workforce Development Centre* offers employment services such as assisted job-seeking, listings of employment opportunities, career development and training, career advisory services and much more.
- ⇒ Ask your careers teacher for local agencies who specialise in working with young people in your area, or start with *jobactive* for more contacts.



1. Complete the table below for each of these sources of jobs by listing examples and contact details.
2. For each explain how you could use these sources to improve your career pathways opportunities.

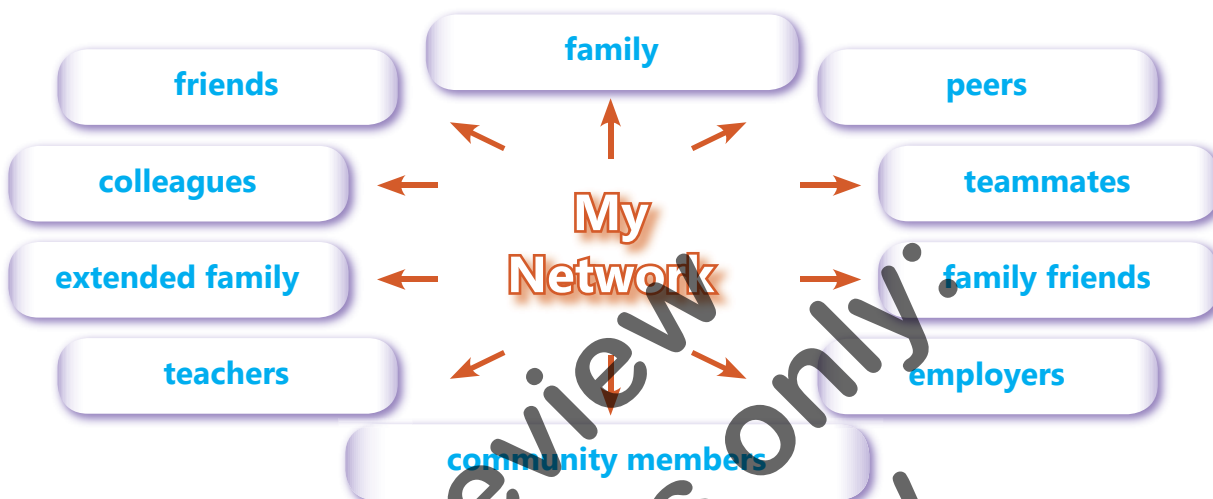


| Source | Examples/contact details | How these might suit your pathway? |
|---------------------|--------------------------|------------------------------------|
| online portals | | |
| jobactive | | |
| print media | | |
| employment agencies | | |
| specialist agencies | | |
| other | | |

3. Use 2 of these sources to find opportunities related to your own career pathway either now, or possibly for the future.

2. Job-seeking network

Networking involves using your contacts, friends and relatives to help you find employment. Experts say that networking is the most effective way to find work. It's often reported that almost three quarters of all jobs are part of the **hidden job market**, and as such, are not even advertised. Although this statistic is not proven, it still is true that the large proportion of jobs are filled through recommendations and being 'in the know'. In other words, through your job-seeking network. Some employers even give their workers a bonus if they recommend a potential staff member who turns out to be what they are looking for!



You are probably already familiar with the importance of continually developing your job-seeking network. Now you don't have to be special to know the right people. You just have to be in contact with people who might be able to help you develop your career. These people must be made aware of the types of jobs you're looking for. And if you're prepared, with a résumé and other information as part of your IPP and EPP, then you're ready to go.

Some potential advantages of networking include:

- 😊 you get a diverse range of people taking an interest in your future career
- 😊 your network might include people who are established and respected within the industry in which you are interested
- 😊 you might hear of job opportunities before they are advertised
- 😊 you may get access to hidden job opportunities that are never advertised
- 😊 you might be given direct contact information that can assist you to 'get a foot in the door'; and many more benefits!

Career mentors

Another networking strategy is to ask someone experienced to be your career pathways mentor. This means that they might provide advice, tips, contacts, feedback, work experience, references and other support to assist you. This person might have relevant industry experience, they could be a community leader or elder or they might be experienced in helping younger people. Your Careers Counsellor can help you choose who might be best suited to help mentor you. Arrange an appointment with them to get them to help you build your network and contact a career mentor.

Networking

Ask yourself; "What can I do to build my professional network," and "How can I use my personal and social contacts to help create career pathway opportunities?"

You might focus on:

- ☐ work placement, volunteer and community work to broaden your professional network
- ☐ discovering personal and social contacts that have relevant industry insight
- ☐ investigating online networking opportunities related to your career pathway.

A possible action plan could involve:

- ☐ doing a range of placements to broaden your network and to get referees for your résumé
- ☐ sending an email to personal and social contacts outlining your career aspirations
- ☐ registering for online networks and opportunities related to your preferred career pathway.

My network

B

1. List the full name and contact numbers of up to 6 people who could be part of your job-seeking network. Contact them to find out if they are happy to be part of your network.
2. Briefly outline who they are and how they might be able to help you.



Name:

Number:

Role:

How they could help?:

Name:

Number:

Role:

How they could help?:

Name:

Number:

Role:

How they could help?:

Name:

Number:

Role:

How they could help?:

Name:

Number:

Role:

How they could help?:

Name:

Number:

Role:

How they could help?:

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3. e-networks

As the world continues to evolve with electronic communication and social media growing as key networking tools, people are experiencing the growing benefits of developing and maintaining a job-seeking e-network. There are a number of guidelines you need to follow when using social media as part of your e-networking strategy.

1. Create and manage a suitable professional digital profile.

- ⇒ Create a separate 'professional' profile for job opportunities including a professional email address.
- ⇒ Any potentially embarrassing and personal posts should be confined to your personal network. You can judge this based on whether you would show these to a job interviewer in a formal interview process. If your answer is 'no way', then you really should re-consider what you post, where you post these and who can see your posts based on your privacy settings.
- ⇒ This is all a part of maintaining a responsible **digital footprint**! If you contact someone digitally asking about employment, you can be guaranteed that one of the first things they'll do is an e-search for you. So what image do you want to project to employers and what image do you currently project?

2. Be safe online.

- ⇒ If you come across any potential opportunities online then take steps to find out who you are dealing with.
- ⇒ Double check contact details for organisations to make sure they are real, and whether the person 'advertising' or 'replying' to your enquiry is indeed who they say they are!
- ⇒ Limit sharing of your personal information such as age, private number and address. These can be disclosed if you make a positive digital contact and after they have checked out OK.
- ⇒ Don't post or mass-share your CV. It can disclose a lot of personal information.
- ⇒ If someone asks you to PM a photo - don't. Why do they need that? If it is for a 'modelling' job or something similar then you should be even more wary. There are real agencies to handle that type of work. People don't get discovered as 'Mandurah's Next Top Model' on FB, Instagram or Twitter!

3. Communicate professionally.

- ⇒ e-networking might seem a little less formal but you are participating in what is really just a different form of job application. So communicate professionally and succinctly. Everything you 'say' (type) will be assessed and evaluated just as with a job application letter or expression of interest.
- ⇒ Make sure you send information in a format that users can access based on the type of device they are using.
- ⇒ Be aware of standard business and industry hours for work-related contacting.
- ⇒ e-mail is still the most widely used business communication tool. So make use of this appropriately.



Image: Kronick/
iStock/Thinkstock

e-networking strategies

Formal online networking

The most prominent e-networking site is LinkedIn: <https://au.linkedin.com>

However, it is more suited for professional networking rather than entry-level jobs. But as you progress through post-secondary study you might consider launching a LinkedIn profile.

The site allows you to 'link' in to organisations and industries that suit your career pathway. You can also follow key people.

When using sites such as LinkedIn you need to take care to manage your digital footprint.

- ✓ Manage your privacy settings. Do you want your boss to see that you are scouting for other opportunities?
- ✓ Is the person who is contacting you reliable, reputable and safe? Anyone can 'pretend' to be whoever they want to be in the digital world.
- ✓ Is an opportunity too good to be true, especially one whereby you are contacted by someone you don't know? Ask yourself: Why would someone be contacting you offering something completely remarkable? It could be a scam, or worse!

Informal online networking

Sometimes employers or employees share job opportunities through online networks. e.g. A bar owner might post asking if anyone knows a person who can work weekends in the bistro? A firm might post online to see if someone can recommend a person for an apprenticeship.

On the other hand a job-seeker might 'ask' their network if they know of any jobs going or if they can recommend any potential contacts they could approach.

You should always have a separate 'professional' social media profile with a more 'adult' network of contacts; as well as a professional email (not iloveselfies@lookatme.com or gameallnight@sleepallday.com.au)!

When using informal online networking you also need to take care.

- ✓ Be very wary of unsolicited offers or offers from people or firms you don't know.
- ✓ Limit the disclosure of personal info (including your CV) until you have had a responsible adult check the offer.
- ✓ Apply to all opportunities professionally and state where you 'saw' the opportunity.
- ✓ Many employers search the online profiles of prospective employees. So what did you say/post/comment on last weekend and will it come back to bite you?

Online showcasing

This method of e-networking can be quite useful for artistic, creative, performative and craft-based pathways such as digital media, video, film music, performance, art, design and other related fields.

You might use sites such as YouTube, Vimeo, Etsy and relevant forums. Or perhaps you design websites, multimedia, apps or other similar items and make them available for free. You might upload showreels, videos of performances, image galleries, blogs, tutorials and so on.

Having a digital presence can enhance your reputation, showcase your skills in action and broaden your profile. But there's not much point uploading a video of you filling out a spreadsheet, unless it's a tutorial. But what about a video of you preparing a dinner party from your own recipes or dismantling a gearbox?

If you are using 'showcasing' social media to help broaden your network then you have to make sure that all your

communication is professional. And that includes what your friends comment on, as well and how you answer their comments!

And you must self-edit. Leave the dross where it belong, on your phone. There's enough digital clutter in the world already!



Image: Adapted from Rawpixel Ltd/
iStock/Thinkstock



C e-networking



Research and summarise 2 different social media career networking strategies. One strategy should be based on your career pathway now, whereas the other is based on achieving a future goal some time down the track. Complete these tables based on your findings.



Social media career development strategy 1:

Advantages:

Disadvantages:

Risks to manage:

Advice you would offer:

Social media career development strategy 2:

Advantages:

Disadvantages:

Risks to manage:

Advice you would offer:

Extension: Plan an e-networking profile for yourself. List the type of connections you would seek to make. Discuss your profile in small groups and give/take advice on changes and other possible connections.

4. Résumés

As part of your IPP and EPP you need to develop and refine your résumé (CV). A résumé should clearly and concisely describe you, your skills, your training, your attributes and your experience to potential employers.

The sample résumé on p.125 is based on a Year 12 student who is currently working as a casual and volunteering in a community centre, is completing a VET certificate in Community Services and who did a work experience placement in Year 11. There is another sample CV (aimed at Year 11) at the end of this book.

So before you do your CV read these tips about appropriate formatting and content.

Résumé Tips

What to do: Formatting...

- ✓ Use a word processing package.
- ✓ Use an 11-12 point plain font. Times New Roman is ok, Calibri is good, Arial looks good when printed.
- ✓ Use one consistent font only and use no more than 2 font sizes.
- ✓ Use headings and sub-headings.
- ✓ Use size, bold and italic to show different information/headings.
- ✓ Insert page numbers at the bottom of the page.
- ✓ Include plenty of white space.
- ✓ Use tabs to indent and line up sections.

What to do: Content...

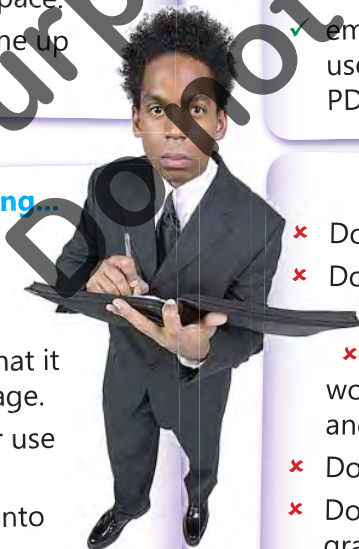
- ✓ 2-3 well-spaced pages is enough at this stage of your career pathway.
- ✓ Include your name in a page header or footer on each page.
- ✓ List in order from most recent to earliest.
- ✓ Use work-related skills and employability skills to outline your skills.
- ✓ Explain how you have contributed either in your work or in school.
- ✓ Include full details of referees.
- ✓ email your résumé using a widely used program such as Word or a PDF.

What not to do: Formatting...

- ✗ Don't handwrite your résumé (unless asked).
- ✗ Don't use a font that is too small or is so large that it looks awkward on the page.
- ✗ Don't use a fancy font or use more than 2 font sizes.
- ✗ Don't crowd too much onto a page.
- ✗ Don't use spaces to indent and don't have uneven indents.
- ✗ Don't use coloured paper, gimmicks, tricks, ribbons and so on.

What not to do: Content...

- ✗ Don't include a cover page.
- ✗ Don't have any spelling and grammatical errors.
 - ✗ Don't make the reader have to work out for themselves the skills and competencies you have.
- ✗ Don't send originals of certificates.
- ✗ Don't have any spelling and grammatical errors.
- ✗ Don't include a photograph (unless necessary e.g. modelling).
- ✗ Don't have any spelling and grammatical errors.



Résumé Sections

1. Clear personal details

Make sure your personal details are included neatly in their own section at the top. Showing your age can indicate how close you are to driving. Use a professional email address that will not offend people.

2. Current education: Easy to follow

Don't include specific results under 'Education' unless asked. Feel free to fully explain what you are studying by using full sentences. Remember that people may not be aware of different qualifications, such as WACE, so clarify these.

3. School & VET subjects & units

List main subjects that you are studying and also the main units that you are studying as part of VET. Pick those that match the types of jobs you are applying for. For help, check out: www.myfuture.edu.au



4. Other qualifications & certificates

List any extra non-school certificates. You might have completed these at work, or at TAFE, but they should be listed separately.

5. Career ambition

Include a short 'Career Ambition', but make sure it is related to the job that you are applying for.

6. Employment/experience history

Your 'Employment History' should include real employment, work experience and voluntary work. Start with your most recent experience first.

7. Employment tasks & competencies

State clearly your job position and when. List 3 to 5 main tasks that you performed on a day-to-day basis, i.e. What did you do? Also list about 6 to 8 competencies that you developed by doing this work. Consider 'ings'; tasks that you can be relied upon to do competently.

8. Your other transferable skills

Include all of the other sections under the heading 'Transferable Skills'. This way you are telling them that you have developed a lot of other skills and experiences that you can use in different occupations.

9. Your professional or technical skills

Include all of your other skills under the heading 'Professional Skills'. If you are applying for a trade-related job you should add a heading 'Technical Skills'. Make sure to include your abilities with computers, software, tools and equipment.

10. Other information & achievements

Include any 'Achievements' or awards you have received either through study or through sport or community participation. One line is enough for interests, your boss might be into these too!

11. Referees: accurate and suitable

You must include 'Referees' but first, ask these people if it is OK to use them; and get them to write out their correct contact details. Do not use family members!

D My resume



1. Use the information on pp.123-125 to prepare your draft résumé. Get your teacher to check over this.
2. Use a word processing package to prepare a final version of your résumé. Once again have this checked, correct any errors and prepare a final copy for your IPP and EPP.

Résumé: Robyn Rixton, April 2016

Robyn Rixton
11 Lumbargo Crescent, Springtown, 6205
DOB: 3/3/1999
M: 0411 0411 0411 rrixton@gmail.com.au

Education

2016: Springtown College, currently completing WACE Year 12 as well as Certificate II in Community Services. Subjects include:

- Career and Enterprise
- English
- Children, Family and the Community
- Community Services and Health
- Psychology.

Some of my main Certificate II in Community Services units include:

- Prepare for work in the community sector
- Communicate with people accessing the services of the organisation
- Follow policies, procedures and programs of the organisation
- Work with others
- Follow safety procedures for direct care work.

2011-2015 Completed Years 7-11, Springtown College

Qualifications & Training

February 2015: Certificate in First Aid

November 2014: Certificate I in Food Hygiene

Career Ambition

I wish to work in the Community Services industry and then develop my career as a personal care worker specialising in home care services.

Employment History

⇒ Springtown Community Centre

Position: Recreation assistant and volunteer

- Key tasks: Helping with events, setting up events, answering phones, organising refreshments, assisting visitors and collecting safety forms.

Main competencies:

- Effective communication with diverse clients and visitors
- Working with other staff as part of a community service team
- Organising tea, coffee, drinks and finger food for events
- Setting up and cleaning up the recreation hall and other rooms for events
- Working safely with elderly visitors by assisting with dances, movement classes, recreation events and art classes
- Administering basic first-aid
- Completing office administrative tasks including client safety participation forms
- Being flexible, working evenings and weekend shifts outside school hours.

Résumé: Robyn Rixton, April 2016

Employment History (cont.)

⇒ Green Care Residential Facility, 11 Longfield Crescent, Mayloika

Position: Personal aged care assistant
 Duration: May 2015 - 2 weeks
 • Key tasks: Assisting residents, cleaning facility, serving refreshments and helping visitors.

Main competencies:

- Dealing with residents' needs in a professional and caring manner
- Following care instructions from other staff
- Using commercial cleaning equipment safely
- Applying safe and effective lifting techniques
- Making and serving tea, coffee and refreshments to residents and visitors
- Helping residents learn how to use computers
- Assisting staff and residents in recreation events.

Transferable Skills

⇒ Leadership

- 2016: Springtown College Peer Support Program for new Year 7 students which involved supporting young students and guiding them through their new environment.
- 2015, coordinated Year 10 small business activity involving a catered lunch to raise funds for the Springtown Community Centre's, 'Bouldie Oldies' community events

⇒ Clubs

- Member of Springtown Environmental Sustainability collective.

⇒ Professional Skills

- Able to use Word, Excel, PowerPoint, Photoshop and other applications.
- Experience using media equipment including video cameras, projectors and cameras.
- Current learner's permit.
- Can speak and read Italian well.
- Experience in food preparation and basic catering.

⇒ Achievements

- 2015, school achievement award for best Food and Lifestyle student.
- 2015, Springtown College Community Service Outstanding Achievement award.

⇒ Interests

- Cooking, dancing, environment, arts and crafts and social welfare.

Referees

Mrs. Vera Bennett
 VET Coordinator
 Springtown College
 P: 92222 2222 (BH)

Mrs. Bea Smith
 Manager
 Green Care Residential
 Facility

Mr. Jock Stewart
 Centre Manager
 Springtown Community
 Centre
 P: 9333 24568 (BH) M: 042 2404 2404

5. Job advertisements

Jobs might be advertised online through job-seeking portals, in print media, on company websites, on classified sites such as *Gumtree*, in shop windows and as posts through social media. Some advertisements might be formal and require you to contact the hirer to register and/or to lodge an expression of interest in order to receive a position description. Other ads may be less formal and be based on face-to-face or telephone communication.

Most **formal advertisements** will outline some or all of the following information. Less formal advertisements might just include two or three key points plus key contact information.



Job descriptions

Job (position) descriptions outline the key functions and roles expected of an employee in order to carry out a particular occupation. Job descriptions relate to the position and not to the person. Job descriptions are developed and used when advertising for potential employees.

However, some ads can be very brief providing virtually no description. In these cases you should look up a site such as www.myfuture.edu.au to get a feel for the main roles and tasks usually associated with that type of occupation.



Job specifications

Job specifications outline the specific work skills needed to perform an occupation's work tasks. As such they outline the skills, competencies, experience, qualifications and technical abilities needed by an employee to function effectively in that role on a day-to-day basis.



Image: Wavebreakmedia Ltd/
Wavebreak Media/Thinkstock

Selection criteria

Selection criteria require applicants to provide more information than what is contained on their résumé. Essentially applicants are being asked to demonstrate or 'prove' what they are saying on their CV. The 'answers' help show the likelihood of an applicant's ability to fulfill the requirements of the specific job.

You are more likely to encounter selection criteria for higher-level, career-focused positions. However, selection criteria are also increasingly being used due to the switch to online applications. Many e-applicants are applying for jobs that they are not qualified for by simply attaching their CVs as part of the online process. Selection criteria enable employers to 'cull' prospective applicants more quickly so as to eliminate serial applicants who are not suited to that job.

Expression of interest

An expression of interest is an initial sounding-out tool that requires you to register your interest in a position or even register with an employment agency or on an organisation's HR website. You must treat this as formal communication. You will be judged on how you express interest whether this be by letter, through an e-application or even on the phone or face-to-face.

You might have to prepare a brief paragraph that summarises your key skills, qualifications and experience and which also concisely outlines why you are interested in this position.

Remuneration

Remuneration refers to the pay and other conditions associated with the position. You might be employed according to a registered agreement, an award, or under the NES or (WA state-based) minimum conditions. Remuneration will be determined based on the job classification which will be contained in the job description. For less formal advertisements you are likely to have to ask about the remuneration package associated with the job.

Image: Bob Ingelhart/
iStock/Thinkstock

Applying online is convenient, but not if you get a browser hang or crash and all your info disappears. So pre-prepare this info first and cut and paste carefully.



Application process

- ✓ Check dates. Give yourself plenty of time.
- ✓ Check formats for submission; print, online or direct contact.
- ✓ When using an online portal, complete all sections offline in Word or some other program. Spellcheck, check grammar, character/word length, etc.. When you are satisfied, copy and paste into e-application.
- ✓ Check name, titles and details of person to whom you're sending.
- ✓ Use your professional email address.
- ✓ Attach expression of interest, cover letter, CV, referee details (inform them), copies of certificates (not originals) etc., as required.

Trades assistant/labourer - Casual

Landscape gardening and plumbing firm.

Fit, reliable, energetic person required for regular weekend work. Early starts so must have own transport or be close for pick-up. Use of outdoor tools and equipment and WHS knowledge essential. Good pay for right person.

Sam Stone, Leaf It To Me Gardening, 47 Aphid Way, Greentown 6052.

Expanding national call-centre seeking staff

Many positions throughout WA.

Casual, part-time and full-time.

Register your interest to receive more information and positions descriptions through the employment portal at:

www.inboundoutbandcalls.com



Australian Apprenticeship: Retail Management

Enthusiastic trainee required for home electronics, mobile phone and car sound-system retailer. Based in Fremantle you will join our national chain and have the opportunity to grow into a management position. Specific product knowledge not essential as full training will be provided. Year 12, excellent communication skills, knowledge of computer applications and ability to work a flexible roster essential.

Phone Enique

BH: 909 00900.

Office Manager

Our client is a Commonwealth Government agency who is seeking an experienced Office Manager to provide high-level administrative support to a small Corporate Team in Perth CBD.

Key Duties:

- Provide administrative support to corporate team.
- Receive and respond to email and phone enquiries in a timely and professional manner.
- Arrange, book and coordinate events, meeting rooms and training sessions as well as catering.
- Maintain site office supplies and order from suppliers.
- Handle petty cash and complete weekly PC reconciliations.
- Maintain a site visitor register.
- Prepare professional correspondence.
- Process and manage all documents and records by following agency privacy procedures.

Required skills and abilities

- Excellent written and verbal communication skills.
- High-level attention to detail and accuracy in document preparation.
- Highly-developed interpersonal skills including cross-cultural skills.
- Proficient in the use of Microsoft suite of office software including EXCEL and databases.
- Ability to liaise with internal and external stakeholders at all levels of the agency.
- At least 2 years experience in a similar administrative management role
- Proven effective time management and organisational skills.

To find out more and receive a position description email Elisa Winedbug at: elias.w@regrecruting.com

Help your pals!

E

1. Consider the job ads on p.128. Your friend Barney (who isn't doing Career and Enterprise) has come to you for help in applying for one of the jobs. Another friend, Frankie wants to also apply for one of these jobs. They want your advice. Help them out! (Also consider: Are there any things not quite correct in the job ads?)

| Barney's job: | Frankie's job: |
|--|--|
| Functions and roles (job description): | Functions and roles (job description): |
| Likely required skills and abilities: | Likely required skills and abilities: |
| Qualifications and experience needed: | Qualifications and experience needed: |
| What is the application process?: | What is the application process?: |
| What does Barney need to provide?: | What does Frankie need to provide?: |
| What should Barney do?: | What should Frankie do?: |
| Other information. | Other information. |

2. Find ad(s) for a career position you are interested in and complete a table like the one above in your workbooks. Is your IPP and EPP ready if you were to apply for this job tomorrow? If not, what actions should you take to get ready?



effective
job-seeking

6. Job applications

Job advertisements might ask you to submit an application or 'cover' letter, or an expression of interest along with a résumé. Being able to write an effective job application letter is an important part of successful job-seeking. If you are applying for a work placement position and/or cold-calling, you might need to submit a professional application letter as a way of 'introducing yourself', such as when applying to large organisations or professionals associations.

Employers don't just use application letters to test your interest in the job and to assess your suitability for the position. They also use these letters to look for transferable work and communication skills such as correct grammar and spelling. Also, many e-applications enable applications to submit a pre-prepared CV. Therefore, a letter enables employers to 'cull' prospective applicants if they haven't actually targeted their application to the specific position and/or organisation.

Your application letter can often be more important than a résumé in gaining you an interview. While a résumé talks coldly about you, the 'who', the application letter is about warmly selling you, or the 'why'. At this stage of your pathways development you need to ensure that you can embed your skills in an application letter. Some more letter formats, including cold-canvassing letters (for those of you in Year 12 soon to be actively looking for work) are included in Section 8 when you refine your IPP.

Types of application letters.

Basically there are three types of application letters.

1. Generic cold-call. You are making an enquiry, about the possibility of employment with an organisation. However, you cannot just write a form letter. The skills and interests you write about must match the job/organisation you are writing to.

2. Specific position. You are required to write specifically in response to an advertised position. Make sure that the letter does just that. Don't use a form letter!

3. Brief cover letter. You might be asked to attach a brief letter (or expression of interest) to accompany a résumé, formal application or online application. When applying online you should also submit a brief cover note or letter by email.

All job applications, whether they are specific, generic or brief must clearly explain these four points:

- i. your interest in the position/organisation
- ii. your suitability for the position/organisation
- iii. your knowledge of the position/organisation
- iv. your willingness to be part of a team and to undertake further training.

Applications letters

- ✓ Application letters should 'sell' you to your potential employer and communicate your interest in a position.
- ✓ These letters should show how your key skills, competencies and experiences suit the job.
- ✓ Application letters are a test of your grammar and communication skills.
- ✓ Always go for short sentences instead of long sentences.
- ✓ Always use a professional tone related to the position.
- ✓ And always have someone else check over your letter and give feedback.

106 Splogdeworth Cres,
WINBAGO, WA, 6126

1a. Your address, note the format!

March 16th, 2016

1b. Date of writing the letter.

Mr. Frederick Lumbago
Manager, Hehir Ball Designs
17 Chaphell Rd
TRENDSVILLE WA 6125

1c. The 'title of the person to whom the letter is intended. If you know their name, even better.

Dear Mr Lumbago

2. Intro title of letter. A name is better!

I am applying for the position of casual Salon Assistant that was advertised in The West Australian on Saturday, 14th April.

3. Reason for letter so it gets to the right person.

I am currently undertaking WACE (Year 12) at Trendsville Community College in Winbago. As part of this I am completing a Certificate II in Hairdressing at Sceda Insititue of TAFE. I want to develop a long term career in the Personal Services Industry as a hairdresser and am excited by the opportunity to work in your salon.

4. About you now and where you want to go. Match the industry to the organisation.

Some of the units I am studying in my course include:

- Prepare clients for salon services
- Maintain and organise work areas
- Conduct financial transactions
- Dry hair to shape
- Hone and strop straight razors
- Follow personal health and safety routines at work.

5. List main subjects and examples related to the organisation/ industry.

In August I had a 2 week work placement at Snippity Do Da's Hair Creations in Bauldfield. Earlier this year I successfully completed a 3 day introductory program at the Clip Glop Hair and Beauty Academy. I gained many workplace competencies and specific hairdressing industry skills through these experiences. I am also currently organising a school-based work-related project where our team will be offering temporary hair colouring, make-overs and other beauty enhancements for clients as part of a local Career and Enterprise Expo next month.

6. Any relevant experience and skills that you have.

I also have been employed for 7 months as a casual sales assistant at Yumpies Bakery. Through this team role I have built my customer communication skills, used point-of-sale equipment, followed appropriate workplace safety, taken phone orders and set up product displays. I have regularly worked weeknights and on weekends.

7. Also, what you did/learned through other transferable experiences.

I have enthusiasm and a range of industry-specific skills that can contribute positively to Hehir Ball Designs. I feel that working in your salon would give me more insight into the requirements of this industry and help me to achieve my future career goals. I also welcome the opportunity to gain more training and advice.

8. The win/win; for you and them. Also, how you are willing to grow.

I have included a copy of my résumé and contact details for two referees. I look forward to hearing from you soon about the possibility of working at Hehir Ball Designs.

9. The sign-off. Asks for further contact.

Yours Sincerely

10. Indicates you have enclosed material such as a résumé.

Terry Frownling (enc: Résumé and references)

F Job application



1. Draft an application letter for a position you are interested in, or a work experience/ placement opportunity, or an advertisement your teacher has provided.
2. When your teacher has checked your draft, prepare a proper letter using ICT.

Tip: Perhaps you should enlarge this page to A3 and make another copy before you start.

Position applying for:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

For preview
purposes only:
Do not copy

7. Job interviews

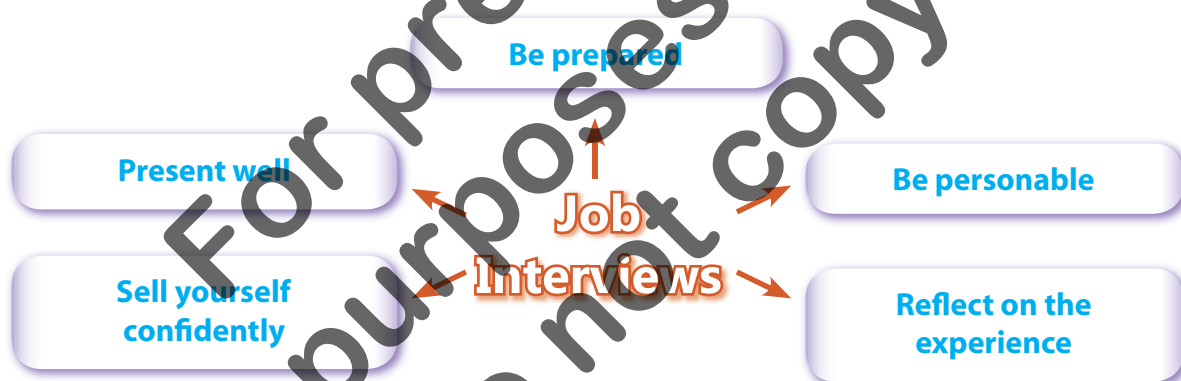
Most organisations only interview a few people for each job, so if you do get an interview then they think that, on paper, you are potentially suitable for the job. However, someone else might be more suitable. So they will interview the best candidates before making their selection.

If you are granted an interview you are going to have to be confident and sell yourself, but without being cocky and arrogant. Employers want to see if your personality suits their organisation. They also want to see if you will be able to work effectively with their other staff.

Below are five main strategies that you can use to make your interview experience more successful. But remember, you will only get better at job interviews by having interviews - so practise. If you've never had an interview before, ask an adult, maybe one in the industry you are preparing to enter or your careers teacher for some ideas. You should do a **mock interview** activity as part of this class so ask if your teacher is planning to do this.



“Make no mistake, in an interview you are being judged! That’s what it’s all about!”



Types of interviews

The type of interview may take different forms depending on the job you are going for.

1. **One-to-one interviews** usually involve being interviewed by the person who is actually employing or paying you, i.e. your boss or the owner; or by a human resources (HR) person; and either face-to-face, on the phone or via Skype.
2. **Panel interviews** are usually for higher-level positions with larger organisations and government positions and will usually consist of three people.
3. **Group interviews** may be used when a new enterprise is starting or expanding and looking to quickly deal with a lot of applicants; or may be used as part of a bulk 'cattle-call'. These highlight your ability to work with others.

Succeeding at Job Interviews

1. Prepare thyself!

- ⇒ Find out about the organisation, what they do, their products, their history, etc..
- ⇒ Find out where to go, how long it will take to get there, any parking & public transport issues, who to contact in the building and so on.
- ⇒ Have extra copies of your résumé and references and offer to leave these.

2. Look the part

- ⇒ Dress suitably for the interview. You can never be over-dressed for a job interview but you can be under-dressed.
- ⇒ Tone down all accessories for the interview. Be clean, fresh, neat, ironed and ready to shine. Borrow clothes if you need to.
- ⇒ No sunnies, hoodies, hats; no trackies; ever!

3. Be personable

- ⇒ Greet people warmly, look into their eyes (but don't freak them out by staring), use their names, shake hands (no knuckle-crunching) and wait to be seated.
- ⇒ Sit upright and lean slightly forward, don't fidget, don't chew and no MOBILES!
- ⇒ You've earned this chance to impress so feel good about yourself.

4. Sell yourself confidently

- ⇒ Clearly know your strengths, and how what you've done before, suits this job. Have examples ready. You can refer to notes but don't just read stuff out.
- ⇒ Always talk about positive experiences you have had working in a team.
- ⇒ Don't be afraid to ask them to repeat or clarify a question.
- ⇒ Always ask at least one question (e.g. about further training and career growth).

5. Reflect on your experience

- ⇒ Thank them for their time and shake hands (if appropriate) even if the interview has gone badly.
- ⇒ If you haven't heard anything after five working days (unless told to wait longer) contact the organisation to find out the news.
- ⇒ Even if you're not successful for this job you might have been ranked second. So imagine if the person ahead of you doesn't take the job!

Interview success

Life's tough. In a job interview, you are competing against a lot of other good applicants.

- ☹ Some may be better qualified than you.
- ☹ Some may have more experience than you.
- ☹ Some will be better at interviews than you.
- ☹ Some may have a better personality than you!
- ☹ Some may even look better than you!

So, how are you going to get a job over these well-qualified, experienced and glamorous competitors?

You have got to be prepared for every likely possible question that may be asked. That means anticipating the kinds of questions that are commonly asked in interviews as well as those that are specific to the particular workplace and position that you are applying for. As part of your preparation you should make a list of potential questions and make some notes about possible answers that you might use. Your teacher will outline a range of interview preparation strategies to assist you.

Common interview questions

In an interview you will be asked general questions as well as questions specifically related to the job. There are common questions that are usually asked and you will be expected to be able to answer these well. If you can't answer these questions with confidence and certainty, the employer might not think you are the one for them!

One technique to prepare for interview questions is to use the **SAO technique**. This involves treating all questions as a 3-part process, and developing or providing responses in three stages. SAO involves:

- 1. Situation:** Describe a task or situation where you demonstrated work-related or transferable competencies and skills.
- 2. Action:** Give examples of what you did and how you did this? Identify resources used such as other people, equipment, etc.
- 3. Outcome:** Summarise the outcome; was it successful and why; or was it unsuccessful and if so, how would you improve?

So consider how you would use SAO if asked a questions such as "Explain a time when you had to deal with a customer or client problem," or perhaps, "Tell us about any leadership roles you have had?"

effective
job-seeking

Common Job Interview Questions

Why do you want this job?

Why should we employ you in this position?

What skills/abilities/qualities/experience can you contribute to the organisation?

Explain how you have succeeded in a team environment or dealing with other people.

Do you have any questions you would like to ask?

Where do you see yourself in 12 months time?

Pick me because...

Summary: Effective Job-Seeking

Finding work requires a systematic and enterprising approach using and combining as many different **job-seeking methods** as possible. Some methods of finding work are much more effective than others depending upon the type of work and the stage of your career. Sources of jobs include: **online portals**, **jobactive**, **print** media, employment **agencies**, specialist agencies and networking.

Networking involves using your contacts, friends and relatives to help you find employment. Experts say that networking is the most effective way to find work and to access the **hidden job market**.

Another networking strategy is to have a **career pathways mentor** who can provide advice, tips, contacts, feedback, work experience, references and other support to assist you.

Electronic communication and social media are growing as key **e-networking** tools. Guidelines for effective e-networking include:

1. create and manage a suitable professional digital profile
2. be safe online
3. communicate professionally.

As part of your IPP you need to develop and refine your **résumé**. A résumé should clearly and concisely describe you, your skills, your training, your attributes and your experience to potential employers.

Jobs might be advertised online through job-seeking portals, in print media, on company websites, on classified sites, in shop windows and through social media. Some **job advertisements** might stipulate a **formal application process** and require you contact the hirer to register and/or to lodge an expression of interest in order to receive a position description. Other ads may use a less formal process and be based on face-to-face or telephone communication.

Job descriptions are developed and used when advertising for potential employees. They outline the key functions and roles expected of an employee in order to carry out a particular occupation. **Job specifications** outline the specific work skills needed to perform an occupation's work tasks such as the skills, competencies, experience,

qualifications and technical abilities needed by an employee.

Selection criteria require applicants to provide more information than what is contained on their résumé and to 'prove' what is in the résumé. The 'answers' help show the likelihood of an applicant's ability to fulfil the requirements of the specific job.

An **expression of interest** is an initial sounding-out tool that requires you to register your interest in a position or even register with an employment agency or on an organisation's HR website.

Remuneration refers to the pay and other conditions associated with the position. You might be employed according to a registered agreement, an award, or under the NES or (WA state-based) minimum conditions. Remuneration will be determined based on the **job classification**.

Job advertisements might ask you to submit an application or **'cover' letter**, or an expression of interest along with a résumé.

All job applications, whether they are specific, generic or brief must clearly explain these four points.

- i. Your interest in the position/organisation.
- ii. Your suitability for the position/organisation.
- iii. Your knowledge of the position/organisation.
- iv. Your willingness to be part of a team and to undertake further training.

If you are granted a **job interview** you are going to have to be confident and sell yourself. Employers want to see if your personality suits their organisation and if you will be able to work effectively with their other staff.

You have got to be prepared for likely possible questions that may be asked. This means being able to anticipate **common interview questions** as well as those that are specific to the workplace and position. As part of your preparation you should make a list of potential questions and notes about possible answers.

One interview preparation technique is **SAO** which involves treating all questions as a 3-part process. With SAO you develop responses in three stages: **situation**, **action**, **outcome**.

AT4 Individual Pathways Plan - ATAR 11




Individual Pathways Plan - ATAR 11

For this assessment task you are required to develop your individual pathways plan. An individual pathways plan (IPP) is an ongoing portfolio that will evolve over the course of this year. It might also include relevant e-versions of documents.

Using a format negotiated with your teacher complete each of the following tasks. (A dot point report supported by a multimedia presentation might suit; or perhaps summarising a one-to-one interview with a career mentor.) For each task you must use examples related to your own career pathways development.

Tasks required

- Identify and explain different methods of **sourcing job opportunities** (including online) that best suit your own career pathway.
- Outline the key members of your **career development network** and explain how they could assist you.
- Prepare a table that illustrates your key **work skills** and **experiences** and/or **transferable skills**.
- Develop and update an **entry-level résumé**. Produce a finished **e-version** of this as well.
- Summarise key **advice** to assist young people when **applying for jobs**. Use this advice to **apply** for a **simulated or real work-related opportunity**.
- Meet with a **Careers Counsellor**, a **career mentor** or **industry representative** and obtain **advice** about your own career pathways development. Summarise this advice as a series of **steps or goals** as part of a **career pathways action plan**.

It is highly likely that your teacher will add other IPP tasks. You might have completed a number of these  earlier in the unit. If so record these below along with other important information such as e-requirements, format, due dates, word length, use of images and multimedia and others. (Use the pro-forma on p.142)

Other tasks and important information

Assessment Task 4 - ATAR 11 Unit 1: Individual Pathways Plan

Name:

| Tasks | Re-quired | Due by | Done | Teacher |
|-------|-----------|--------|------|---------|
|-------|-----------|--------|------|---------|

Individual Pathways Plan

⇒ Negotiate a suitable submission format.

i Identify sources of job opportunities.

Explain relevance for my own pathway.

ii Outline my career development network.

Explain how these people could assist me.

iii Prepare table of my work skills and experiences.

Describe any transferable skills.

iv Prepare an up-to-date entry-level résumé.

Produce a finished e-version.

v Summarise advice for applying for jobs.

Apply for a simulated or real opportunity.

vi Meet with Careers Counsellor, mentor or industry rep.

Identify goals and steps in an action plan.

⇒ Present drafts & consult with your teacher.

Stage 2: Preparing your report

⇒ Finalise your information and incorporate feedback

⇒ Prepare/submit IPP in suitable format.

⇒ Give presentation report to the class (if required).

Additional information:

effective
job-seeking

AT4 Electronic Pathways Plan - General 12




Electronic Individual Pathways Plan - General 12

For this assessment task you are required to develop and review your electronic individual pathways plan. You should treat your EPP as a showcase of where you are currently placed in your ongoing career pathways development process.

Using a format negotiated with your teacher complete each of the following tasks. (A dot point report supported by a multimedia presentation might suit; or perhaps summarising a one-to-one interview with a career mentor.) For each task you must use examples related to your own career pathways development.

Tasks required

- Identify and explain different methods of **sourcing job opportunities** (including **online**) that best suit your own career pathway.
- Outline the key members of your **career development network** including **e-network contacts** and explain how they could assist you.
- Prepare a table that illustrates your **key work skills** and **experiences**. Collect and prepare **evidence** of your **work history** in an **e-format**.
- Update and refine your **industry-specific, entry-level résumé**. Produce a finished **e-version** of this as well.
- Participate in an industry-specific employment or mock **interview process**. Prepare for this by undertaking **industry research** about industry-specific skills, competencies, job descriptions and related **questions** and **answers** that might be part of the **interview**.
- Meet with a **Careers Counsellor**, a **career mentor** or **industry representative** and obtain **advice** about your own career pathways development. Summarise this in an **e-format** as a series of **steps or goals** as part of a **career pathways action plan**.

It is highly likely that your teacher will add other IPP tasks. You might have completed a number of these  earlier in the unit. If so record these below along with other important information such as e-requirements, format, due dates, word length, use of images and multimedia and others. (Use the pro-forma on p.142)

Other tasks and important information

Assessment Task 4 - General 12: Electronic Individual Pathways Plan

Name: _____

| Tasks | Re-quired | Due by | Done | Teacher |
|--|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Electronic Pathways Plan | | | | |
| ⇒ Negotiate a suitable submission format. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i Explain sources of job opportunities. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Prepare e-summary of relevance for my pathway | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ii Outline e-summary with details of my career network. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Explain how they each could assist me. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| iii Prepare e-table of my work skills and experiences. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Prepare e-evidence of work history. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| iv Prepare an up-to-date industry-specific résumé. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Produce a finished e-version . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| v Participate in a job interview process. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Prepare industry e-information , questions & answers. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| vi Meet with Careers Counsellor, mentor or industry rep. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Summarise goals and steps in an e-action plan . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ⇒ Present drafts & consult with your teacher. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stage 2: Preparing your report | | | | |
| ⇒ Finalise your information and incorporate feedback | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ⇒ Prepare/submit EPP in suitable format. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ⇒ Give presentation report to the class (if required). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Additional information:

effective
job-seeking



Use this pro-forma to record all the important elements of your EPP that you need to have completed. Tick whether a hard copy or e-file (or both) are required and then record due dates and dates of final completion. Add specific information to each section.

| Electronic and Individual Pathways Portfolio Audit | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Name: | hard copy | e-file | Due date | Date done |
| A: My job-seeking activities and skills. | | | | |
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B: My network. | | | | |
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C: My skills, experiences and work history. | | | | |
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D: My résumé. | | | | |
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E: My industry-specific interview preparation. | | | | |
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F My goals/action plan interviews, feedback & advice. | | | | |
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

For preview purposes only.
Do not copy