

New Career and Enterprise resources for 2016

New
resources
for 2016

WACE Career and Enterprise and Workplace Learning programs

I am actively working towards producing specific resources for WACE Career and Enterprise courses for 2016 with CAE General 11 almost finalised and CAE General12/ATAR 11 well underway.

Available for 2016

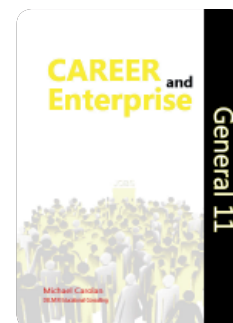
• Career and Enterprise: CAE - General 11

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.

Will be going to print later in November. e-version finalised late November. Interim files available.

See website for previews of the entire resource.



• Career and Enterprise: CAE - General 12/ATAR11

Full colour text/workbook. Approx. 320 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.

Will be going to print later in December. e-version finalised January. Interim files available.

See website for previews of Sections 1-5 (Unit 3/Unit 1).



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: 2015 into 2016

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

- >> Career Pathways
- >> Work Experience Journal
- >> Work Placement Journal (new in term 2, 2015)
- >> Personal Development Activity Planner: Introductory (new in term 2, 2015)
- >> Personal Development Project Planner: Advanced (new in term 2, 2015)

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

- >> Community Services Foundation (new in term 2, 2015)
- >> Community Services Intermediate (new in term 2, 2015)
- >> 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 (revised for 2016)
- >> I&E 3&4: Towards an Enterprising Australia 3ed

VCAL and Applied Learning (Master sets also available)

- ** Literacy - Intermediate 3ed Workbook/text and Activities Portfolio booklet (revised for 2016) !!!also new e-version!!!
- ** Literacy - Senior Workbook/text and Activities Portfolio booklet (new for 2016) !!!also new e-version!!!
- >> Numeracy - Intermediate Workbook/text and Activities Portfolio booklet (new in term 1, 2015)
- ** Numeracy - Senior Workbook/text and Activities Portfolio booklet (new for 2016)
- ** Personal Development - Intermediate 3ed Workbook/text and Activities Portfolio booklet (new colour ed for 2016)
- ** Personal Development - Senior 2ed Workbook/text and Activities Portfolio booklet (new colour ed for 2016)
- >> Work Related Skills - Foundation Workbook/text and Activities Portfolio booklet
- ** Work Related Skills - Intermediate 3ed Workbook/text and Activities Portfolio booklet (new colour ed for 2016)
- >> Work Related Skills - Senior 2ed Workbook/text and Activities Portfolio booklet

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

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

DELIVER Educational Consulting

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

Order form: Current from Term 4, 2015 (Note: All prices are GST inc.)

WACE: Career and Enterprise (exp. Dec 2015)	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. (pre-order for 2016) 2016	_____ @ \$35	_____ @ \$27.50	_____ @ \$165	_____ @ \$77	or _____ @ \$220	or _____ @ \$330
Literacy - Senior (pre-order for 2016)) New 2016	_____ @ \$35	_____ @ \$27.50	_____ @ \$165	_____ @ \$77	or _____ @ \$220	or _____ @ \$330
Numeracy - Intermediate 2015	_____ @ \$35	_____ @ \$27.50	_____ @ \$165	_____ @ \$77	or _____ @ \$220	na
Numeracy - Senior (pre-order for 2016) 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	_____	_____	_____	_____	_____	_____

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Regional Vic and interstate 1 book = \$12 2-4 books = \$15 Contact me for larger orders.
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CAREER and Enterprise

Career and Enterprise - General 11

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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 11

Career and Enterprise: Unit 1

Welcome to your studies of Career and Enterprise and congratulations on taking this step to achieve your career pathway goals.

Career and Enterprise - General 11 has been specifically developed to support you in your investigations into the world of work and to help enable you to develop into a more enterprising young worker.

In this first unit you will examine the characteristics of being enterprising, start to establish your own career pathway, identify and audit your work skills, develop your career portfolio through your IPP and EPP and investigate a range of workplace issues that are likely to impact on you as part of the workforce.

To make best use of this resource you should:

- ✓ engage in class discussion about the issues and advice that you are studying
- ✓ reflect on how the things that you are learning apply to your own career pathways choices
- ✓ apply enterprising strategies to your own career pathways development
- ✓ seek out and actively participate in workplace learning, volunteer and community placements
- ✓ build your skills-sets through training and workplace learning
- ✓ apply what you are learning in the classroom to work-related situations, as well as applying what you discover in work-related situations back to what you are learning in the classroom.

It is vital that you realise that although this is your own journey, you don't have to make the journey on your own. At any time you can seek advice, support, feedback and help from people in your career network. So what are you waiting for; let's get started working on your future!

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career pathways

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Comments:

Introduction: Career Pathways

In this second section you will start to investigate some of the key personal expectations that can influence your choice of a preferred career pathway.

At this stage of Career and Enterprise you will be expected to reflect on your current career pathways status and start to identify strategies to proactively develop your pathway. This will lead to more in-depth career pathway investigations 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 developing personal and social competencies.
- ✓ **Learning to learn** by identifying appropriate training opportunities.
- ✓ **Career development and management** by showing initiative and flexibility in relation to your career pathway options.
- ✓ **Work skills** by sourcing work placements and volunteer and community placements.
- ✓ Understanding of **the nature of work** by reflecting on key work skills.
- ✓ **Gaining and keeping work** by building a network to improve your career 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 investigations.
4. Complete and submit ongoing activities as directed by your teacher.
5. Complete an assessment task related to your Individual Pathways Portfolio.
6. Undertake self-assessment at the end of this unit.



Your IPP & EPP: Career Pathways

This section supports the next stage of development of your ongoing Individual Pathways Portfolio and your EPP. Tasks you will be required to complete for your IPP and EPP include some or all of these below, as well as other relevant tasks set by your teacher.

- ☐ Explain and apply the concept of a career pathway.
- ☐ Investigate career pathways support resources including online sites.
- ☐ Apply your skills, attributes values and interests to career pathway planning.
- ☐ Identify career development strategies and support options.
- ☐ Discuss potential issues that impact on a career life cycle.

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

1. Career pathways

A career can be described as the types of employment that a person undertakes in order to satisfy their personal values. Your career is part of your pathway to future success. People work for a variety of reasons and it is important that you develop a pathway that best matches your own reasons.

Few people are able to achieve their career goals with just one step. You will be much more likely to achieve your goals using a step-by-step process. A **career pathway** is a series of steps that enable you to get to where you want to be in life.

Sometimes a young employee might say, "No, I am only working in a call-centre to earn money. This is just a job. I want to build a career as a TV presenter." Or we might hear a retiring employee say, "You know, I spent 45 years as an engineer, but I always wanted to be a fire-fighter!"

Each of these people, for various reasons, has not been able to match their chosen jobs with their preferred career. It's sad that in each case these people have not been fulfilled by their career.

You need to make sure that you don't just plan to get a job but instead that you plan for a career. Shown below are a number of common reasons that people give when planning the sort of career they want to achieve. Your teacher will lead a class discussion about these factors. Which of these sound like you? Why so?



"This is only a job, I really want to be a TV presenter."

career pathways

So, Why Work?

"I want to enjoy what I do."

"I want to meet new people."

"I want status and to be powerful."

"I want to help my fellow women & men."

"I want to experience new things and cultures."

"I want to forget about work at the end of the day."



"I want to earn me some serious cash."

"I want to be challenged and to grow."

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A Why do people work?



1. Match each of the reasons for working with the most appropriate description.
2. Rank each of these reasons out of 10 based on how important they are to you.

⇒ income

⇒ respect

⇒ socialisation

⇒ job satisfaction

⇒ contribution (to society)

⇒ health

⇒ security

⇒ self-esteem

⇒ power/status

You obtain wages and salaries from working and profits from owning and operating business enterprises. Income enables you to enjoy your preferred standard of living.

My importance: ____ /10

The type of work you do can be a big influence on how you are judged by other people. You might also judge yourself based on your occupation.

My importance: ____ /10

Working allows you to mix with others, meet new people and it can create a sense of belonging. Work also broadens your experiences and exposes you to different people and cultures.

My importance: ____ /10

This is the feeling you get from doing productive work that you enjoy.

My importance: ____ /10

Your work can help contribute to a better society and might improve the lives of other people.

My importance: ____ /10

Your work might improve your physical health and fitness and also improve your mental wellbeing.

My importance: ____ /10

Working allows you to plan for the future and can help you set achievable goals to secure your future.

My importance: ____ /10

Working allows you to feel good about yourself and might help you lead a happier life. It makes you feel valued and that you are contributing to society.

My importance: ____ /10

The type of occupation you do, as well as your levels of expertise and seniority can influence your power and status.

My importance: ____ /10

Why
Do
People
Work?

2. Career life cycle

You will develop your career pathway over the course of your life. This will see you move from school and into further study and training leading to entry-level employment. Your **career life cycle** will force you to consider new options that complement the values that are most important to you at that particular stage of your life.

Over time you are likely to progress through to management level occupations, or even into starting your own enterprise. Many people return to study as an adult as they mature and seek new skills and experiences. Your career status will also be impacted by family responsibilities and children. Then of course somewhere down the track (actually way down the track) you might then enter into semi or full retirement.

Career life cycle

A quick online search will turn up hundreds of different career life cycle 'models'. The model we will use in CAE involves these 4 phases that keep cycling and re-cycling throughout one's career (of 40-50 years).

1. Entry: Learner - starting out in first job, first career job or a new job.
2. Growth: Developer - building skills, experience and network, looking for advancement.
3. Consolidation: Practitioner - has established expertise so where can I go from here?
4. Change: Can happen at any time, and is increasingly happening in mid-career to people as they seek to match their changing values and interests.

Multiple career pathways

These days, very few people experience a linear career pathway. Instead people develop multiple career pathways.

Many people change occupations and develop different careers throughout their working lives. Most modern pathways branch off in different directions supported by lifelong learning. These changes reflect changes in personal values associated with the stage of one's life.

Sometimes a sideways or even a backwards step can advance a person along their career pathway. This can involve opening yourself to new opportunities; or switching jobs or industries in order to achieve a greater long-term investment in your career.

Work/life balance

An average person will spend about 40-50 years of their adult life working. By the time you retire the retirement age will be 70 (at least!).

The demands of working life will dictate how much family, personal and leisure time is available. You must strike a **work/life balance** between career demands and your personal life. This has been an ongoing issue for workers as the stress and demands of their working lives encroaches on their personal lives.

At different stages of your life your personal and family responsibilities will influence your ability to develop a career. These personal and family responsibilities are also likely to influence the career pathways choices that you make.

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3. Lifelong learning

If you think that when you're finished with school you're finished with learning, then think again! A successful career pathway relies on lifelong learning. **Lifelong learning** refers to all the different types of study, training and learning you might participate in throughout your career.

You need specific qualifications to enter certain occupations. These are generally called **entry-level qualifications**.

The world of work will change drastically over the 50 or so years you can be expected to work. Therefore you will need to maintain and upgrade your qualifications as your career evolves. This might involve further study at TAFE, university, professional development, industry-specific courses and so on.

Think of a motor mechanic who may have started their apprenticeship in the early 1990s. In the 25 or so years that have passed during their career, technological advancements in motor vehicles and engines have drastically altered the work skills required of modern mechanics. So how would they keep up with these new advances and innovations?

Starting out and moving on

Entry-level skills at certificate I, II or III can be the first step towards your pathways development within an industry.

Some of you might already be doing a VET certificate as part your WACE or Year 11 program. For entry into many trade-related occupations, it is recommended that you undertake a **pre-apprenticeship** to gain entry-level knowledge and skills. Part-time and casual work can also help younger people get a foothold into an occupation, especially if the work is in a related industry or if it involves tasks that require responsibility. And some occupations such as community services and law enforcement want you to accumulate life skills and maturity.

As your career progresses into more senior, responsible and complex positions, you might indeed be faced with a new set of entry-level requirements requiring new training challenges. Many middle-level managers are sent back to TAFE and uni to undertake financial and accounting training.

As part of the **Australian Qualifications Framework** (AQF) a person can upgrade their qualification level in order to advance their career as part of lifelong learning.



An Australian Apprenticeship involves intensive training but it doesn't stop there. Once finished you will have to constantly upskill in order to keep abreast of innovations and changing technologies.

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Australian Qualifications Framework		
School	TAFE	University
		doctoral degree
		masters degree
		graduate diploma
		graduate certificate
		bachelor degree
	advanced diploma	
	diploma	
	certificate 4	
	certificate 3	
	certificate 2	
	certificate 1	
senior secondary: WACE, VCE, VCAL, HSC, SACE, QCE, TCE, NTCE		

Career pathways

B



career
pathways

1. What do you think is the difference between a job and a career?

2. What do you see as your future career pathway? (i.e. What are your career goals?)

3. Briefly explain reasons that would influence the career pathway you choose?

4. What steps will you have to take to achieve your career pathway?

5. Find an image or create a graphic that represents you in your future career pathway.



For preview
purposes only:
Do not copy

C My career life cycle



A career life cycle simply means that you will experience different changes depending on the stage of life you are in. These changes will vary depending on the individual. However, general types of changes are common to most people such as leaving home, lifestyle, relationships, family and interests. But these all influence work/life balance.

i. How might the **career life cycle** impact on my career pathway?
What can I do about this?



ii. How might **work/life balance** affect me when I start my career pathway?



iii. How might **work/life balance** change when I am 10 years older?



iv. How might **lifelong learning** impact on my preferred career pathway?
What can I do about this?



Check out: www.myfuture.edu.au



My Future is a great website that has many resources to help enable you to start planning your career pathway. Navigate around the site and get a feel for some of the ways it can assist you to plan your future career.

Have a look at some of the occupation videos made by other students around Australia by searching for career videos.

List 10 things about the site that can help you plan your career pathway.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

E My career pathway timeline



1. Use poster paper (A3 sized or larger) to construct a timeline that maps out your life. Start with a rough plan or sketch below.
2. Include graphics or visuals that represent your key milestones that might influence the development of your career. Show at least 8 milestones with associated visuals. Include personal, family and social milestones and your likely age at these.
3. Show any education/training you think you will need at different stages of your career.

Tip: Your teacher might allow you to use a multimedia software application to complete this task.

(You should start to draft some ideas here.)

4. Being SAVI

In Section 1 you were introduced to the concept of being career SAVI. So now it is time for you to investigate potential career pathway options that match your own skills, your attributes, your values and your interests. In order to do this you should:

- ✓ be aware of the **skills** you currently have and the skills you will need to develop to build your career pathway
- ✓ make an honest assessment of your **attributes** and how these relate to your career pathways choices
- ✓ reflect on the **values** that might influence your career pathway choices, and
- ✓ understand how your **interests** will influence your career pathways choices.

Being **SAVI** will help your transition to work!



*Image:
RidoFranz/
iStock/Thinkstock*

5. Skills

So what can you do? We all have various skills that we can contribute to work-related situations. As you have learned, some of these are **generic skills** expected of all employees; whereas other are **industry-specific skills** that suit a particular occupation within an industry.

And of course, the more you develop and demonstrate a skill in a work-related situation then the more likely you are to be competent at performing the work tasks expected of you.

Once again, you are not expected to have all the skills needed to be a successful employee immediately upon entering the workforce. However, you will be expected to be able to learn new tasks, follow instructions, communicate effectively, work safely and show initiative where required.

You will also bring a suite of personal and social competencies that you can transfer to work-related situations. And your participation in workplace learning, VET courses, volunteer and community work and other skills-building activities will help you to apply your transferable skills so as to develop both generic and specific work skills.



Are you good at using handtools? That's a good skill that can be applied in many work-related situations.

Image:
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iStock/Thinkstock

My Skills

F

If you were to have a job interview tomorrow, which 6 skills would you be able to say you had right now? (These can go on your résumé.)



i.	ii.
iii.	iv.
v.	vi.

6. Attributes

All throughout your life there would have been some tasks that have come naturally to you and have been easy for you to do. These natural attributes (or aptitudes) could include sport, physical activities, fixing machines, communicating with people, art and drawing, calculating numbers, playing music, using computers and many more. The list is endless and varies from person to person.

Therefore, one of the first steps is to determine what you are naturally good at. Focusing on your **personal attributes** enables you to develop certain skills and abilities that you can apply to work-related situations. It makes good sense that you should try to make these attributes the foundation of your career.

I'm sure you'll agree that you're more likely to prosper in a career that has you doing tasks and activities based on the things you're good at doing!



Be it outdoors such as gardening, or indoors such as art, we all have varied attributes.



Images:
t: JackF/iStock/Thinkstock
b: Jupiterimages/Bolka Dot/Thinkstock

G My attributes



List 4 attributes you have. Explain how each of these attributes can be applied to personal, school and work-related settings

My attributes...	In a personal situation	In a school situation	In a work-related situation
e.g. I am very physically fit and healthy.	I play a variety of sports all year round which also builds my team skills.	I use my fitness attributes to help coach Year 7's in sport.	I can do hard manual labour all day without complaining.

Attributes - Multiple intelligences

The attributes, skills and ultimately the competencies you develop are strongly influenced by your varied multiple intelligences. Harvard University professor Howard Gardner is recognised as the developer of these eight 'multiple intelligences'.

You should consider that different people are likely to have different levels of intelligence in each of these eight categories. You should also understand that you are likely to have a combination of different co-related intelligences. These intelligences will strongly influence the type of tasks, work environment and jobs you might be suited to. So which of these sound like you?



Image:
AYakovlev/
iStock/Thinkstock.com

My MIs

H

Identify 2 multiple intelligences that you believe might be your strongest and 2 that you are weakest in. Briefly explain why, using examples.



My strongest MI #1:	My strongest MI #2:
My weakest MI #1:	My weakest MI #2:

7. Values

Values can be referred to as the things that we rate as important in our lives. **Values** are often the guiding principles upon which we make our decisions.

When you are planning your career you should take into account those things that you value. You also need to remember that those things that you value as important now, might change over time; want kids anyone? So you have to be careful not to make a hasty decision that might seem right at this present moment, but which might not suit you later in your life.

There are also many different reasons why people work. You may expect to get various benefits from working and these **expectations** as an employee will influence your choice of work and career. You are also likely to actively develop a career that is suited your own values.

People are more likely to seek and undertake work that satisfies their values and which reflects their **attitude** towards work. Choosing a suitable occupation may help your expectations of work be fulfilled. So what do you want or expect to get from working, based on your own values?



"I value success."

What Do You Value?

"I value having a really high standard of living."

"I value freedom."

"I value spirituality."

"I value the opportunity to be creative."

"I value certainty."

"I value social contact and meeting people."

"I value a lot of leisure time."

"I value my friends over anything else."

"I value being my own boss."

"I value my family over anything else."

"I value my health more than anything."

"I value helping the community as vital."

"I value excitement and glamour."

"I value the opportunity to make decisions."

"I value helping myself as number one."

Image: zhev/iStock/Thinkstock

My values

I



1. List 4 of the values from p.44 that relate to your preferred career pathway. For each, explain how your choice of a career pathway relates to that value.
2. Identify 2 more values that might relate to your preferred career pathway and also complete an explanation for each of these.

Values	How this relates to my career pathway.
e.g. "I value freedom."	<i>I want to develop my own retail business so that I can be responsible for my own success (or failure) and be my own boss. But I'll first need business or retail qualifications, as well as experience working in retail, so that I can learn how the industry operates.</i>

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8. Interests

It goes without saying that you are more likely to enjoy your career if you match your interests to the type of job you do. Your interests are the things that **motivate** you. And motivation is the key to ongoing **job satisfaction**.

For example, if you are interested in computers then you will be well-placed to develop a career in an ICT role. Perhaps you might be an ICT technician (if you are interested in fixing problems), an ICT salesperson (if you are interested in customer service) or even an app developer (if you are interested in new media technology platforms).

As another example, perhaps you might be interested in physical fitness. So you might become a personal trainer, or a PE teacher, or a recreation officer; or even a landscape gardener (if this is also a complementary interest).

Complementary interests

The idea of building a career pathway to suit your complementary interests is one that you should pay close attention to. You can apply your skills, or satisfy your values, by working in a designated job role in an industry setting that you are interested in. For example, you might be an accounts officer for Greenpeace, a sales rep for a surfwear manufacturer or a cook in a trendy mobile food van.

J My interests



1. Ok, quickly now. You have to list 20 things you are interested in, each starting with a different letter of the alphabet. None of these should be more than 3 words long.
2. Now list varied jobs that might give you an opportunity to satisfy these interests. Rank each job out of 10 for your level of interest as a potential career.
e.g. Zoetropes - Digital animator (8/10)

A.	B.	C.	D.
E.	F.	G.	H.
I.	J.	K.	L.
M.	N.	O.	P.
Q.	R.	S.	T.
U.	V.	W.	X.
Y.	Z.		

My expectations

K



Your values and interests combine to drive your expectations of your work and career.

1. Use the values and interests below, as well as any others that are relevant to you, to list and explain your top 4 expectations that might influence your choice of career.
2. List and explain 4 expectations that are of little or no importance to you when influencing your choice of career.

- | | | | |
|------------------------|-------------------------------|------------------------|----------------------------|
| ⇒ money/income | ⇒ interpersonal relationships | ⇒ low stress | ⇒ being respected |
| ⇒ high status | ⇒ sense of achievement | ⇒ flexible hours | ⇒ developing abilities |
| ⇒ self-respect | ⇒ helping people | ⇒ lots of leisure time | ⇒ improving health |
| ⇒ job satisfaction | ⇒ helping the community | ⇒ meeting new people | ⇒ opportunity to socialise |
| ⇒ recognition | ⇒ making family proud | ⇒ learning new things | ⇒ building career options |
| ⇒ non-monetary rewards | ⇒ lots of power | ⇒ undertaking training | ⇒ travel opportunities |
| ⇒ job security | | ⇒ being with friends | ⇒ regular hours |

My top 4 career expectations are:	The reasons for these are...	4 expectations of little importance...	The reasons for these are...
1.		1.	
2.		2.	
3.		3.	
4.		4.	

3. Outline how a job you are interested in might help meet some of your career pathway expectations by suiting your values and interests.

9. Career Development

Career development is an ongoing process and one in which you will actively participate over these next two years. You will have the opportunity to document your development in your IPP and EPP. You can create your own career opportunities through each of these four developmental categories.

1. **Personal development:** Activities you do to build your personal skills and competencies which can also be transferred to work-related situations.
2. **Professional development:** Skills-development and training that will enhance your personal and social competencies and help you to build a portfolio of work skills.
3. **Training:** Formal training courses and informal instruction and guidance that can help you develop skills, work-related competencies and qualifications.
4. **Networking:** Using your personal, social and professional contacts to help source and create potential job career pathway opportunities.

Personal development

Ask yourself; "What can I do to make me a better person?" and "How can I apply these improvements to help me in my career?"

You might focus on:

- ☐ self-management skills such as punctuality, reliability and following through on tasks.
- ☐ interpersonal skills such as working with others or community involvement
- ☐ personal attributes by pursuing a hobby or interest, contributing more to your family life or learning a new language.

A possible action plan could involve:

- ☐ using a paper or electronic diary to manage your day-to-day tasks and responsibilities
- ☐ volunteering to help a local community group
- ☐ joining a local sporting team or a recreational club.

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Lisa F. Young/
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Getting your first-aid certificate can help develop you both personally and professionally. It shows initiative, responsibility and is very useful for industries such as community services, construction, recreation and healthcare, among others.

Professional development

Ask yourself; "What can I do and learn to develop my personal and social competencies?" and "How can I transfer these to my potential career?"

You might focus on:

- ☐ self-improvement courses to build interpersonal skills
- ☐ practical training to develop new skills and abilities
- ☐ opportunities to demonstrate initiative and responsibility.

A possible action plan could involve:

- ☐ completing a public speaking or leadership short course
- ☐ obtaining first-aid, RSA, forklift license or other qualification
- ☐ starting a teams-based community enterprise to deal with a local issue.

Training

Ask yourself; "What training opportunities can I access while still at school?" and "What other qualifications will make me potentially more employable?"

You might focus on:

- ☐ undertaking relevant VET in schools certificates
- ☐ completing Australian School-based Apprenticeships
- ☐ structured work placement to build on-the-job skills.

A possible action plan could involve:

- ☐ combining school with a VET course in an industry you are interested in
- ☐ gaining a headstart by completing a part-time ASBA while still at school
- ☐ a range of work placements to help give you industry-specific experience.



Vocational training such as VET, TAFE and Australian Apprenticeships will enable you to develop both general and specific work-related skills and can include both on-the-job and off-the-job-training.

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Image:
Kronick/
iStock/Thinkstock

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.

L My career development



Career development depends on you taking proactive steps to source and create opportunities for yourself. Showing this type of initiative will also involve using your existing network as well as growing your network.

1. Outline 2 strategies you could undertake in the next few weeks to help you develop both personally and professionally.
2. For each of these briefly explain who can help you do this and how they might be able to help.

My personal development	
Strategy 1	Strategy 2
a. What could I do?	a. What could I do?
b. When by?	b. When by?
c. Who can help me and how?	c. Who can help me and how?

My professional development and training	
Strategy 1	Strategy 2
a. What could I do?	a. What could I do?
b. When by?	b. When by?
c. Who can help me and how?	c. Who can help me and how?

10. Career management

Taking those early steps to develop your career is one thing and the activities you are doing as part of your IPP and EPP will really support you in this endeavour.

However, it is also important that you understand how to effectively manage your career pathway by showing initiative and being flexible. So let's see how you can apply initiative and flexibility as part of the ongoing management of your career.

Initiative and flexibility

Your career will progress much more effectively if you embrace and welcome opportunities to enhance your suite of work skills. This means that you should take advantage of both on-the-job and off-the-job training opportunities. You also have to document these as part of your IPP and EPP.

Many of you will work in jobs that haven't even been invented yet, or in new or emerging industry sub-sectors. Will you have the initiative and the flexibility to respond to these types of changes?

Career management **initiative** involves you being prepared to proactively turn pressures for change into opportunities for growth.

Career management **flexibility** involves you being willing to learn and apply new skills; as well as being willing to work in varied work settings and changing work environments.

So how can you apply initiative and flexibility when you are just starting out? Well, try this tip! If your boss asks you if you can do an unfamiliar work task, instead of just saying "no, I can't...", you should also add, "...but can you show me how, and supervise me so that I can learn new skills to do it right?"



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My initiative and flexibility

M

Complete the table related to initiative and flexibility for your career pathway.

What is initiative?	What is flexibility?
How can I apply initiative to manage my career?	How can I use flexibility to manage my career?



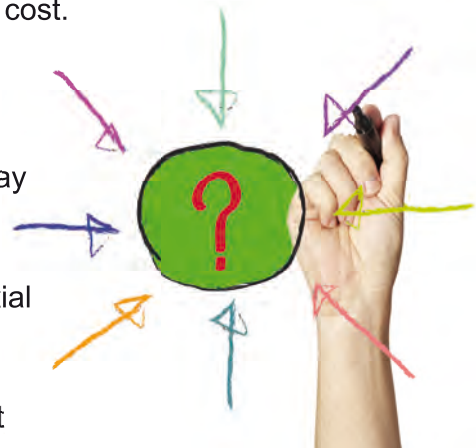
11. Managing risks

Image:
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Career management involves the management of risks. Essentially this type of risk is related to opportunity cost.

Opportunity cost can be summarised as the next best thing that one gives up when choosing one course of action (a decision) over another.

For example, if you choose one course of action, say taking a casual job at Maccas, then perhaps you give up the time needed to put into your studies to help establish your future career. That's a potential risk. You need to weigh up the benefits that you gain from your choice such as income, experience, skills-development, socialisation and so on; against what you give up as a result of your choice, such as leisure time, study time, social life and perhaps developing a suite of industry-specific skills more suited to your future career.

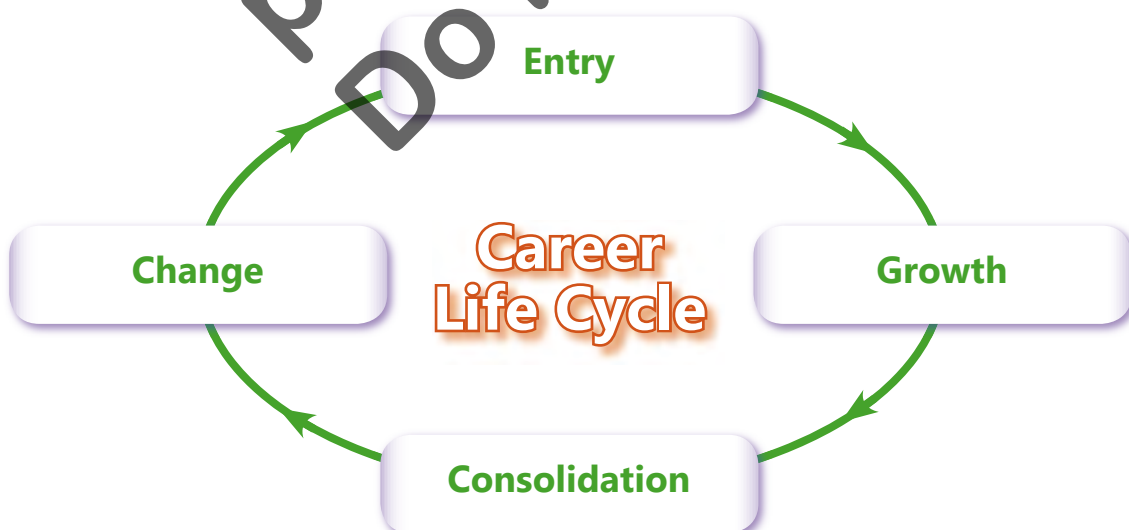


What will you have to give up to achieve your goals? These are the sacrifices you are risking.

But if you don't take any risks, then you'll never do anything! Most jobs provide positives that are worth some element of risk. However, you need to manage risk so as to manage your career.

If your entry-level job aligns with your preferred career pathway and helps you to build both generic and industry-specific skills, then it might be a risk worth taking. And of course if you're interested in a career in food service, hospitality, retail or so on then working at Maccas can be a very useful starting point for your career pathway (or even a place to build a whole career!)

The type of risks involved in career decision-making might change depending on the stage of your career life cycle. Consider the risks on p.53 at different stages of a career life cycle. Do they resonate with you?



Career Life Cycle Risks

Entry

- ⇒ What if I can't get a job?
- ⇒ What if I don't like the job?
- ⇒ What if I can't do my job?
- ⇒ Am I just working for the money, or will my job help me develop a career?
- ⇒ Will my job interfere with my current schooling and education?

Growth

- ⇒ Is my current job holding me back?
- ⇒ Will this course/training help me to get work in the future?
- ⇒ Is this the right career direction for me?
- ⇒ Is my job giving me adequate opportunities for growth and advancement?
- ⇒ Does this job suit my changing values and my lifestyle choices?

Consolidation

- ⇒ Do I feel fulfilled in my job and career?
- ⇒ Is this really what I want to do forever?
- ⇒ Am I risking work/life balance?
- ⇒ Am I able to access training and development?
- ⇒ Am I being de-skilled and missing out on a changing world?

Change

- ⇒ Can I afford this change?
- ⇒ Will I have to re-train, and in what?
- ⇒ How will changing careers impact on my family responsibilities?
- ⇒ Does this change enable me to match my career with my values?
- ⇒ Am I risking too much?

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My pathways risks

N

So what are you risking to achieve your career goals? List 8 potential risks and sacrifices on this diagram. (And remember, not all risks are bad; they just need to be managed!)



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12. Using social media

People are increasingly using social media to help manage their careers and it is very likely that many of you will accept social media as a natural part of career development and management. However, there are a number of guidelines you need to follow when using social media as part of your career pathways development. The most important rules are 1: Be safe; find out who you are dealing with and if they are legit. 2. Manage a suitable digital profile. Potentially embarrassing and personal posts should be confined to your personal network. Create a separate 'professional' profile for job opportunities. This is part of a responsible **digital footprint!**

Formal online networking



- ⇒ The most prominent site is LinkedIn; <https://au.linkedin.com>
- ⇒ It is best suited for professional networking rather than entry level jobs.
- ⇒ As you develop your career you might consider launching a LinkedIn profile. But not before then!
- ⇒ Link in to organisations and industries that suit your career pathway.

Take care:

- ☹ Manage your privacy settings. Do you want your current boss to see that you are scouting for other opportunities?
- ☹ Is the person who is contacting you reliable, reputable and safe? Anyone can 'pretend' online!
- ☹ An opportunity too good to be true - will be! Are you that special; so why would someone be contacting you offering something completely remarkable? It could be a scam, or worse!

Informal online networking

- ⇒ Sometimes jobs are shared through online networks. e.g. A café owner asks if anyone knows a person who can start as a barista, or a tradie might put the feelers out for an apprentice. Sometimes these are done through Facebook, Twitter or even email!
- ⇒ In other circumstances people 'ask' their network if they know of any jobs going or potential contacts they could approach.
- ⇒ You should have a separate 'professional' social media profile with a more 'adult' network of contacts; and a professional email (not bigpecs@musclehead.com or ravefreak@partyhard.com.au)!

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

- ⇒ Can be useful for artistic, creative, performative and craft-based pathways such as digital media, video, music, performance, art, design and other related fields.
- ⇒ You might use sites such as YouTube, Vimeo, Etsy and forums. Or perhaps you design websites, multimedia, apps or other similar items and make them available for free. Other examples might also include showreels, videos of performances, image galleries, blogs, tutorials and so on. Wasn't Mr J. Bieber discovered on YouTube? Oh well...!
- ⇒ If you are using this social media to help enhance your career opportunities 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!

My social media



Social media can be a good tool to help develop a career pathway through online networking. However, it is not necessarily a better option. And there are serious personal risks that need to be managed.

1. In pairs, research and summarise 2 different social media career networking strategies for young people. Complete these tables based on your findings.



Social media career development strategy 1:

<i>Advantages:</i>	<i>Disadvantages:</i>
<i>Risks to manage:</i>	
<i>Advice you would offer:</i>	

Social media career development strategy 2:

<i>Advantages:</i>	<i>Disadvantages:</i>
<i>Risks to manage:</i>	
<i>Advice you would offer:</i>	

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Summary: Career Pathways

Your career is part of your pathway to future success. People work for a variety of reasons and it is important that you develop a pathway that best matches your own reasons. A **career pathway** is a series of steps that enable you to get to where you want to be in life. You will develop your career pathway over the course of your life moving from school into further study and training leading to **entry-level** employment.

Your **career life cycle** will force you to consider new options that complement the values that are most important to you at that particular stage of your life. The demands of working life will dictate how much family, personal and leisure time is available. You must strike a **work/life balance** between career demands and your personal life because at different stages of your life your personal and family responsibilities will influence the career pathways choices that you make.

Lifelong learning refers to all the different types of study, training and learning you might participate in throughout your career. You need specific entry-level qualifications to enter certain occupations. The world of work changes so you will need to maintain and upgrade your **qualifications**. As your career progresses into more senior positions you might be faced with a new set of entry-level requirements.

You have various skills that you can contribute to work-related situations. Some of these are **generic skills** expected of all employees; whereas other are **industry-specific skills** that suit a particular occupation within an industry. Focusing on your **personal attributes** enables you to develop certain skills and abilities that you can apply to work-related

situations. Make these attributes the foundation of your career.

Your varied **multiple intelligences** will also influence the type of tasks, work environment and jobs you might be suited to.

People are more likely to seek and undertake work that satisfies their **values** and which reflects their **attitude** towards work. Choosing a suitable occupation may help your expectations of work be fulfilled. Your **interests** are the things that **motivate** you which will help provide **job satisfaction**. You can apply your skills, or satisfy your values, by working in a designated job role in an industry setting in which you are interested.

Career development is an ongoing process and involves **personal development, professional development, training** and **networking**. **Career management initiative** involves you being prepared to **proactively** turn pressures for change into opportunities for growth. **Career management flexibility** involves you being willing to learn and apply new skills; as well as being willing to work in varied work settings and changing work environments.

Career management involves the **management of risks**. Essentially this type of risk is related to **opportunity cost** which is the next best thing that one gives up when choosing between options. So choose carefully. The type of risks involved in **career decision-making** will likely change depending on the stage of your career life cycle.

People are increasingly using **social media** to help manage their careers but you must do so safely and professionally. This is part of having a responsible **digital footprint!**

Glossary: Career Pathways

P

There are a number of key words and terms highlighted throughout this section.

1. List these and provide a definition for each.
2. For each one give an example that relates to your own experience; or alternatively list some other information or a resource that relates to this term.
3. Your teacher might add some other key words/terms for you to complete.

[illegible]

AT2 My Career Pathway Profile



Production and oral report

For this task you are required to produce a career pathway profile that both summarises and reflects on a range of aspects related to your own career pathway. Developing this profile will enable you to identify relevant strategies that you could implement as part of an action plan for your career pathways development throughout this year.

Research and produce your profile and then present it **orally** supported by a format negotiated with your teacher (such as dot point summaries, diagrams, images or multimedia). For each task you must use examples related to your own career pathways development.

My career pathway

- i. Define **career pathway** and outline how the notion of a career pathway applies to **your own personal circumstances**. Include the concept of a **career life cycle**.
- ii. Explain **lifelong learning** by using examples to outline how lifelong learning can assist you as part of **your career pathways development**.
- iii. Explain the four elements of **being SAVI** by using examples to illustrate each of these skills, attributes, values and interests in relation to **your own preferred career pathway choices**.
- iv. Identify key strategies that can assist **career development** by discussing how these can be applied to **your own career pathway**.
- v. Identify key strategies that can assist **career management** by discussing how these can be applied to **your own career pathway**.
- vi. Describe the **advantages** and **disadvantages** of using **social media** for career pathways development by outlining how you could use social media to enhance **your career pathway opportunities**.

It is recommended that as part of your explanations that you refer to relevant **career management competencies**.

Note:

Your teacher might add other tasks. If so record these below along with other important information such as report format, due dates, word length, use of images and multimedia and others.

Other tasks and important information

Assessment Task 2 - Production and oral report: My Career Pathway Profile

Name:

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

Stage 1: My career pathway

⇒ Negotiate a suitable profile format.

i Career pathway and career life cycle

Application with examples to your own pathway.

ii Lifelong learning

Application with examples to your own pathway.

iii Being SAVI

Application with examples to your own pathway.

iv Career development strategies

Application with examples to your own pathway.

v Career management strategies

Application with examples to your own pathway.

vi Social media advantages/disadvantages

Application with examples to your own pathway.

⇒ Present draft to your teacher for checking.

Stage 2: Preparing your report

⇒ Finalise your profile and incorporate feedback.

⇒ Prepare final profile in suitable format (submit if required).

⇒ Make oral presentation to the class.

Additional information:

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Self Assessment Pro-Forma

Which work skills did I develop during this unit?

→ _____

→ _____

Which tasks did I perform best at during this unit?

→ _____

→ _____

Which tasks did I most enjoy doing and why?

→ _____

→ _____

Which tasks (if any) did I least enjoy doing and why?

→ _____

→ _____

How did I demonstrate career management competencies?

→ _____

→ _____

→ _____

→ _____

Which areas should I focus on improving?

→ _____

→ _____

Signed: _____ Date: _____

Teacher initials: _____ Date: _____