

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

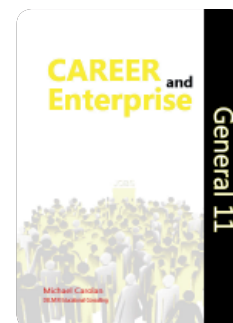
- **Career and Enterprise: CAE - General 11**

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

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 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	_____	_____	_____	_____	_____	_____

Add Postage: CD-only orders = \$5 Melb metro printed books = \$11
Regional Vic and interstate 1 book = \$12 2-4 books = \$15 Contact me for larger orders.
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Order Details

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e-mail: _____

School: _____

Address: _____

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CAREER and Enterprise

Career and Enterprise - General 11

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1st published December 2015

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Career and Enterprise - General 11

ISBN: 978-1-925172-25-6

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Acknowledgements:

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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
development

Comments:

Introduction: Career Development

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 entry-level résumé as well as model job application letters. 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 career portfolio documents.
- ✓ **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 investigations.
4. Complete and submit ongoing activities as directed by your teacher.
5. Complete an assessment task directly related to your own Individual Pathways Portfolio.
6. Undertake self-assessment at the end of this unit.



Your IPP & EPP: Career Development

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.
- ☐ Draft an entry-level résumé and prepare a final print and e-version.
- ☐ Draft an application letter and use this to source a potential work-related opportunity.
- ☐ Discuss different types of job applications and their suitability to your pathway.
- ☐ Identify key requirements related to job interviews.

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

1. Job-Seeking

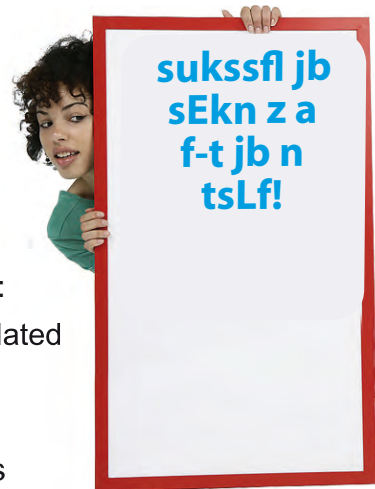
You might have heard before that being successful at job-seeking is like having a full-time job. As with any task, you have to put the time in if you want to achieve a positive outcome.

At this stage of your career pathways development you probably have two main outcomes in relation to job-seeking:

1. finding a work experience/work placement opportunity related to your longer-term career goals, and/or
2. finding a casual or part-time job.

You should note that for some career choices the two points above might be directly related. e.g. Casual job as a checkout operator - long-term career in retail management. One thing is for sure, no-one is going to knock on your door and offer you a job. You have to get out there and find or create that job or work experience opportunity.

Throughout this section you will complete tasks to build and enhance your Individual Pathways Portfolio (IPP) and your Electronic Pathways Portfolio (EPP).



Job-Seeking Steps



2. Sources of jobs

It is important that you are aware of the main sources of job opportunities. You then have to determine which combination of these sources is best suited to your career pathway. Also, it's not always easy to find entry-level positions advertised formally. This is where networking, cold-calling and previous work placements can assist you to source potential job opportunities.

Sources of Jobs

Online employment websites

Try www.adzuna.com.au
www.seek.com.au
www.careerone.com.au
<https://au.jora.com>
and www.jobsearch.gov.au



Newspapers and print media

Look at your dailies (*The West Australian*) and your local papers. They also have websites.

Organisation websites

Many organisations, especially large ones, advertise directly on the Human Resources, Careers, Working With Us, etc. pages of their websites.

Youth-oriented agencies

Some are Group Training Organisations who specialise in apprenticeships (such as KGT) while others, such as Youth Connections focus on students at risk of not finishing school.

Employment agencies

Many employers use agencies such as Drake and Skilled. You can register with these agencies who can match you to jobs.

Cold-calling

Cold-calling is when you show initiative and approach potential employers by visiting or calling them. You must have all your information ready.

jobactive

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



ApprentiCentre

This WA online portal 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!

AWDC

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 assistance. It's a very useful linking portal as well.

Networking

Networking uses your contacts, friends and relatives to help you find employment. Networking is one of the best ways to find jobs and work experience opportunities. You really should focus on this method as a key way to find employment.

Sourcing jobs

A

1. Explain how 4 different methods of sourcing job opportunities could assist you to develop your career pathway.



i.	ii.
iii.	iv.



2. Use 2 of these methods to find job opportunities that you might be interested now, or job advertisements for the type of occupations you might be interested in for the future.
3. There are other ways of sourcing job opportunities. Do some research and add another description for finding jobs in the box below.

career
development

B Online career sites



1. Pair up and investigate and navigate each of the following jobs and careers sites.
2. Briefly evaluate how useful each site is for young people building their career pathway.



Internet site	Job-seeking features to help young people
Careerone (News Limited job ads) www.careerone.com.au	
Adzuna (Fairfax job ads) www.adzuna.com.au/	
Seek (Employment site) www.seek.com.au	
Australian Jobsearch (Commonwealth Government) www.jobsearch.gov.au	
The Job Guide www.jobguide.thegoodguides.com.au	
My Future www.myfuture.edu.au	
Australian Apprenticeships or ApprentiCentre www.australianapprenticeships.gov.au or www.dtwd.wa.gov.au/employeesandstudents/apprenticentre/Pages/default.aspx	
https://au.jora.com	
WA Tertiary selection www.tisc.edu.au	
(Your choice)	

3. Expanding your network

Earlier this year you were encouraged to increase your network of pathways contacts. 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'.



*Image adapted from:
Antonis Papantoniou/
Hemera/Thinkstock*

Well now it's time to make sure that these people are indeed happy to be part of your network, and that they are aware of your current career pathway goals.

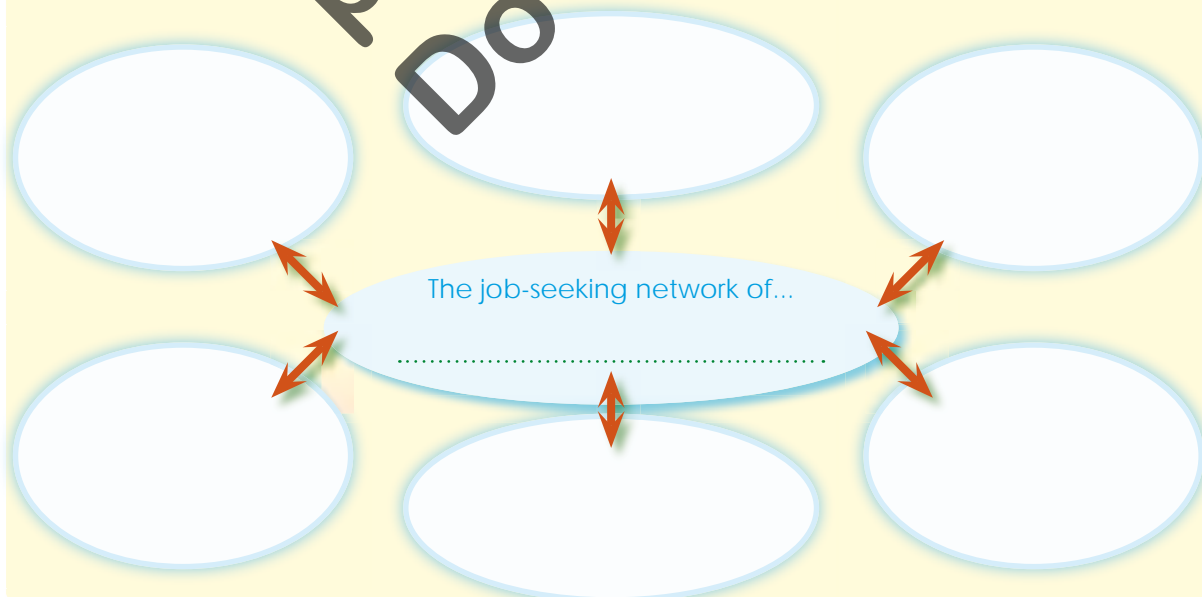
Mentors

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; but they can't be a direct mentor for every student. (But many will try). So why not arrange an appointment with them to see if they can recommend someone?

My job-seeking network

C

List the full name and numbers of 6 people who can be contacts as part of your job-seeking network. Contact them to let them know of your career progress.



4. Résumés

A résumé (CV) is still the most commonly used initial selection tool for job applicants. A résumé should clearly and concisely describe you, your skills, your training, your attributes and your experience to potential employers. It should sell you and get you an interview!

At this stage of your course you will be expected to develop and/or refine an entry-level résumé as part of your IPP and EPP. The sample résumé on pp.98-99 is based on a Year 11 student who is currently working as a casual in retail, is completing a VET certificate and who did a work experience placement in Year 10.

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...

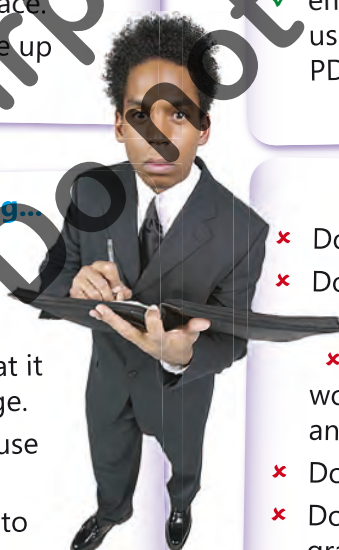
- ✓ 2-3 well-spaced pages is enough at this stage of your career pathway.
- ✓ Include your name in a page header or footer on each page.
- ✓ List in order from most recent to earliest.
- ✓ Use work skills and employability skills to outline your skills.
- ✓ Explain how you have contributed either in 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 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 use 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 hobbies, 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!

My résumé

D

1. Use the information on pp. 96-99 and the template on pp.100-101 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: Marley Dadge, April 2016

Marley Dodge

11 Lumbargo Crescent, Springtown, 6050

DOB: 3/3/2000

M: 0411 0411 0411 mdadge@wotmail.com.au

Education

2016: Springtown College, completing Year 11 as well as Certificate II in Retail Services.

Current subjects include:

- Career and Enterprise
- English
- Media Production and Analysis
- Health Studies
- Aboriginal Languages of WA.

Certificate II in Retail Services core units include:

- Apply point-of-sale handling procedures
- Interact with customers
- Organise and maintain work areas
- Communicate in the workplace to support team and customer outcomes
- Operate retail technology
- Work effectively in a customer service environment
- Apply safe work practices.

2012-2015 Completed Years 7-10, Springtown College.

Qualifications & Training

- ⇒ April 2016: Responsible Service of Alcohol certificate.
- ⇒ November 2015: Certificate I in Food Hygiene.

Career Ambition

I wish to work in the Retail Trade industry and develop my career, preferably working with photographic, video and digital devices while completing a Diploma in Retail Management.

Employment History

Employment

⇒ Tod's Camera's

Position: Casual retail sales assistant

Duration: July 2015 - current

Key tasks: Serving customers, answering phones, managing stock, cleaning and working on the registers.

Main competencies:

- Effective communication providing technical and sales support advice to customers
- Working with other staff as part of a sales team
- Solving customer problems and complaints
- Using electronic point-of-sale equipment and balancing register
- Maintaining stock levels and completing stocktakes
- Preparing and arranging visual merchandise
- Cleaning the store, stock and stockroom
- Applying retail work health and safety practices
- Being flexible, working evenings and weekend shifts outside school hours.

Page 1 of 2

Résumé: Marley Dadge, April 2016

Employment History (cont.)

7

Work Experience

⇒ Not Quite Wrong, 202 Elcheapo St, Mayloika

Position: Retail assistant

Duration: May 2015 - 2 weeks

Tasks: Assisting customers, cleaning, sorting stock, product displays and packing shelves.

Main competencies:

- Dealing with customers in a professional manner
- Working with other staff to process orders
- Using hand pallet jacks
- Applying effective lifting techniques
- Helping set up digital video and camera monitoring equipment
- Organising product presentation and displays.

Transferable Skills

8

⇒ 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 arranging sponsorship to raise funds as part of Movember.

⇒ Clubs

- Member of Springtown Photography and Film society.

⇒ Professional Skills

10

- Able to use Word, EXCEL, PowerPoint, Garage Band and other applications.
- Proficient in retail point-of-sale systems,
- Experience using media equipment including video cameras, projectors and cameras.
- Current learner's permit.
- Can speak a range of local indigenous languages.
- Experience in multimedia design and visual displays.

⇒ Achievements

11

- 2015, school achievement award for best Year 10 Media student.

⇒ Hobbies/Interests

- Design, photography, computers, internet and multimedia, making short films.

Referees

Mr. Don Bukdsystem
VET Coordinator
Springtown College
P: 92222 2222 (BH)

Mr. Tod Snapson
Owner
Tod's Camera's
P: 4444 4444 (BH)

Mrs. Aveline Surrey
Manager
Not Quite Wrong
M: 041 1404 1404

Résumé:

1

Education

2

3

Qualifications & Training

4

Career Ambition

5

Employment History

6

Employment

⇒

Position:

Duration:

Tasks:

Competencies:

7

Résumé:

Employment History

6

Employment

⇒

Position:

Duration:

Tasks:

Competencies:

7

Transferable Skills

8

⇒ *Leadership*

⇒ *Professional Skills*

9

⇒ *Achievements*

10

⇒ *Hobbies/Interests*

Referees

11

You could
enlarge this
template to
A3.

Page 2 of 2

5. Job applications

An important part of successful job-seeking is writing a job application letter. Many job advertisements ask you to submit a letter (sometimes they say 'cover letter') along with a résumé. Also, when 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'.

Application letters are important. Employers use these letters to test your interest in the job, your suitability for the position as well as your ability to use correct grammar and spelling. An application letter guides an employer in making their shortlist for an interview.

When it comes to getting a job interview, your application letter can often be more important than a résumé. While a résumé talks coldly about you, the 'who', the application letter is about warmly selling you, or the 'why'. For a work placement position, a job application can help convince an employer to give you a try.

The ad might even sometimes ask for this letter to be in your own handwriting. Why do you think that would be the case?

At this stage of your pathways development you will need to ensure that you can embed your skills in an application letter. The information on these pages, together with support from your teacher and your career mentor can help you achieve this.

Job Application Advice

It's a test

- ⇒ Application letters are important as employers use these letters to test your interest in the job, your suitability as well as your ability to use correct grammar and spelling.

Online applications

- ⇒ When applying online or electronically you might have to submit a brief letter by email. This too is a test of your grammar and communication.

Formal letter

- ⇒ Application letters should be set out as a typed formal business letter, using plain fonts and plenty of space.

Be professional

- ⇒ Always go for short sentences instead of long sentences.
- ⇒ Always use a professional tone related to the position.
- ⇒ And always have someone else check your letter.

Related to job

- ⇒ You should ensure that the application letter relates to the job you are applying for and that it shows some of your skills and competencies that suit the job.

...and sell you!

- ⇒ app letRz shud mAk d MployR tink dat U mite b a gud MployE 4 thR org & wnt 2 NtRvoo U.



Job application advice

E

1. Use the words provided below to complete the following passage about job applications.



An a_____ letter should be set out as a f_____ business letter.
 The letter should be t_____ unless you are asked to h_____ your
 letter. The letter should use p_____ fonts and generous s_____ between
 paragraphs.
 The letter should include the correct addressing, spelling and t_____ of anyone
 named in the advertisement. The letter should relate s_____ to the
 position and organisation and must not be just a general, generic or form letter.
 The letter should show some of your s_____, c_____ or
 e_____ that make you able to do the job, or show how you might l_____
 to do the job. The letter should clearly explain how you could be a b_____
 to the organisation. i.e. What can you o_____ that will make you a good
 employee? Always keep a c_____ of the letter for your own records.

- | | | | |
|---------------------------------------|--------------------------------------|----------------------------------|---------------------------------------|
| <input type="checkbox"/> application | <input type="checkbox"/> experience | <input type="checkbox"/> offer | <input type="checkbox"/> specifically |
| <input type="checkbox"/> benefit | <input type="checkbox"/> formal | <input type="checkbox"/> plain | <input type="checkbox"/> titles |
| <input type="checkbox"/> competencies | <input type="checkbox"/> handwriting | <input type="checkbox"/> skills | <input type="checkbox"/> typed |
| <input type="checkbox"/> copy | <input type="checkbox"/> learn | <input type="checkbox"/> spacing | |

2. Work in a team to prepare a top 8 list of tips for writing good job application letters for young people. However, the tips must be written briefly and might use symbols.

Draft some ideas here.

Application Letter: Work Experience/Placement

4/56 Lumbuk Place,
SPRINGTOWN, WA, 6050
March 22nd, 2016

The Manager
The Deject Shop
Shop 9, Spflats Homemakers Complex
Springtown Flats WA 6049

Dear Sir/Madam

I am writing to enquire about the opportunity of undertaking a 5-day work experience placement with your organisation, from May 17-21st.

I am currently undertaking Year 11 at Springtown College and hope to develop a future career working in the Retail Trade industry. As part of my Career and Enterprise studies I have to organise my own work experience placement with a local employer. Some of my main subjects include:

- Career and Enterprise (including SmartMove safety induction program)
- English
- Mathematics
- Health Studies
- Business and Enterprise.

Last year during the summer break I completed voluntary work for the Brotherhood of Smith Families in their charity retail shop in Lower Springtown. I gained workplace skills by working with other staff, dealing with customers, controlling stock, solving customer problems and using retail equipment safely.

During this work I became interested in building a career in retail customer service because I liked the responsibility of looking after customers and being able to help make them happy.

I have a range of retail and transferable skills, including good numerical ability and excellent computer skills, that I think can contribute positively to The Deject Shop. I also feel that the training and advice that I would receive while undertaking work experience will help me develop my retail skills for the future.

I would like the opportunity to arrange an initial interview to discuss whether I could undertake a work experience placement with your organisation. In that interview I can supply all the relevant forms and information from my school that outlines the student work experience placement program and safety responsibilities.

I have included a copy of my résumé and 2 references. I look forward to hearing from you soon about the possibility of working at The Deject Shop.

Yours Sincerely

Regina Rightyo (enc: Résumé and references)

1a. Your address, note the format!

1b. Date of writing the letter.

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

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

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

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

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

6. Any relevant experience and skills that you have.

7. What you have got out of your experiences; what did you enjoy?

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

9. The sign-off. Asks for further contact and describes school responsibilities.

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

Application Letter: Advertised Position

4/56 Lumbuk Place,
SPRINGTOWN, WA, 6050
March 22nd, 2016
M: 0400 0000 000

Mr. Cre Tickle-Eye
Manager
The Deject Shop
Shop 9, Spflats Homemakers Complex
Springtown Flats WA 6049

Dear Mr. Tickle-Eye

I am applying for the position of casual retail assistant that was advertised in the Springtown Bugle on March 20th, 2016.

I am currently undertaking Year 11 at Springtown College and hope to develop a career working in the Retail Trade industry. Some of my main subjects include:

- Career and Enterprise (including SmartMove safety induction program)
- English
- Mathematics
- Health Studies
- Business and Enterprise

Last year during the summer break I completed voluntary work for the Brotherhood of Smith Families in their charity retail shop in Lower Springtown. I gained workplace skills by working with other staff, dealing with customers, controlling stock, solving customer problems and using equipment safely.

During this work I became interested in building a career in customer service because I liked the responsibility of looking after customers and being able to help make them happy.

I have a range of retail and transferable skills, including good numerical ability and excellent computer skills, that I think can contribute positively to The Deject Shop. I also welcome the chance to gain more training from your organisation.

I have included a copy of my résumé and 2 references. I look forward to hearing from you soon about the possibility of working at The Deject Shop.

Yours Sincerely

Regina Rightyo
enc: Résumé and references

1a. Your address, note the format!

1b. Date of writing the letter.

1c. Your contact phone number.

1d. The name, title, and address of who you're sending to. Note the format. (Not 'Cre' or 'dude'!)

Note: If you are asked to apply using your own hand-writing, do so!

2. Intro title of letter.

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

4. About you now and where you want to go.

5. Specific subject examples related to the position, occupation and/or industry.

6. Any relevant experience and skills that you have.

7. What you have got out of your experiences; what did you enjoy?

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

9. The sign-off.

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



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

6. Application types

Different jobs, industries and organisations may prefer to use varied application methods. We want you to be prepared for all possibilities. The three most common types you are likely to experience are:

- i. **written applications**
- ii. **verbal applications**
- iii. **online applications.**

i. Written applications

- ⇒ These should be prepared as a typed, formal business letter.
- ⇒ You must refer specifically to the job or position you are applying for.
- ⇒ You must also refer specifically to the organisation (if known) or industry that you are applying to.
- ⇒ Of course you must spellcheck, edit and review the letter.
- ⇒ Keep it to one page and use a simple plain font that is easy to read.
- ⇒ You can develop a type of template or model as part of your IPP and EPP.

Image:
Josef Muellek/
iStock/Thinkstock



ii. Verbal applications

- ⇒ These are a bit like an application and interview rolled into one. But they can save time.
- ⇒ You might get this opportunity through a network contact, i.e "Drop in and 4pm and have we'll have a talk about your options," or "...call tonight; we'll have a quick chat."
- ⇒ These might be favoured by small local employers who want to get to know someone personally rather than just read paperwork (that really, anyone could've written)!
- ⇒ Or they might be used for bulk 'cattle-calls' (meaning they really are more of an interview).
- ⇒ Consider verbal applications a pre-test. They might seem more informal, but of course you are being assessed and judged; especially your interpersonal and communication skills; and your 'attitude'.
- ⇒ Cold-calling involves verbal applications. So you need to prepare a 'script' of what to say and how to sell yourself confidently.
- ⇒ You might need a different approach for face-to-face and for phone/Skype applications.

iii. Online applications

- ⇒ These generally use a template and often have character lengths for fields.
- ⇒ You must complete the application; just like filling out a form.
- ⇒ They will require basic demographic information about you.
- ⇒ They will also ask for information, skills, experience etc., related to both you and to the position.
- ⇒ You will need to complete all sections. There might even be a (timed) test component!
- ⇒ You should pre-prepare all your answers in a program such as Word and edit, spellcheck and review for character length.
- ⇒ Then when you've had this checked, copy and paste your information into the appropriate sections on the online form.

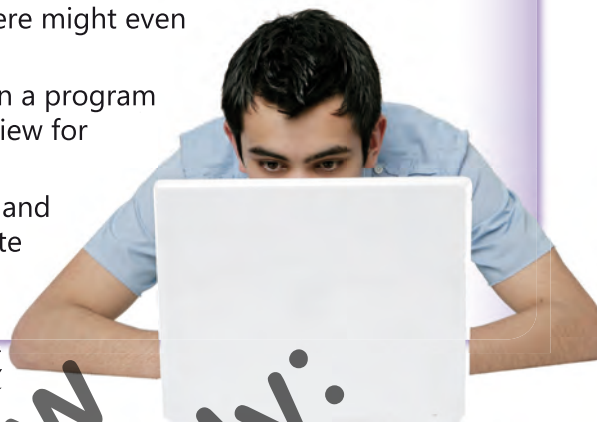


Image:
Eyecandy Images/Eyecandy
Images/Thinkstock

G Job application types



1. Which types of jobs do you think are more suitable for each of the 3 application types?
2. Explain why you would and/or wouldn't prefer each application type.
3. Suggest another application type and complete the questions for this as well.

Type	For jobs...	My preference and why and/or why not.
written application		
verbal application		
online application		
other...		

6. Job interview tips

You will look at interviews in much more detail in Unit 2. But if you do find yourself in an interview situation, then consider these five basic tips. (And of course, go to pp.210-221 to find out more if you find yourself in an interview situation much sooner than you expect!)

- i. Be prepared.
- ii. Look the part.
- iii. Be personable and professional.
- iv. Sell yourself confidently.
- v. Reflect on your experience.

But more on these next unit!



Image: Wavebreak Media Ltd/Wavebreak Media/Thinkstock

Job interview readiness

H

Source an advertisement for a job you are interested in. Summarise the key points of the advertisement. Outline how you might respond to these key points to show that you are suitable for the job if you were in an interview situation.



Job details	My suitability
Job title and organisation:	
Key tasks involved:	
Key skills required:	
Key experience required:	
Key qualifications required:	
Other information:	

career
development

Summary: Career Development

Successful **job-seeking** can be like having a full-time job because you have to put the time in if you want to achieve a positive outcome.

You might be seeking a work experience/work placement opportunity or even a casual or part-time job. One thing is for sure, no-one is going to knock on your door and offer you a job. You have to be proactive and build and enhance your **Individual Pathways Portfolio** (IPP) and your **Electronic Pathways Portfolio** (EPP). Following a series of **job-seeking steps** can really help you.

It's not always easy to find **entry-level positions** advertised formally so **networking**, **cold-calling** and previous **work placements** and **volunteer work** can assist you to source job opportunities. The main sources of job opportunities include online jobsites, organisations' own websites, print media, employment agencies and **jobactive**. The **ApprentiCentre** is a great place to start for apprenticeships and the **AWDC** can assist you if you are indigenous.

Networking provides many advantages such as having a diverse range of people taking an interest in your future career, getting access to **hidden job opportunities** that are never advertised and having **industry contacts**. Another networking strategy is to have a **career pathways mentor** who can provide advice, tips, contacts, feedback, work experience, references and other support.

A **résumé** is the most commonly used initial selection tool for job applicants and should clearly and concisely describe you, your skills, your training, your attributes and your experience to

potential employers. It should sell you and get you an interview! You should make sure that your résumé follows suitable **formatting** and **content** guidelines. You might also use a **template**. So draft your CV and get advice.

Job application letters are **formal** letters used to assess your interest in a job, your suitability for the position as well as your ability to use correct grammar and spelling. An application letter guides an employer in making their shortlist for an interview.

For a work experience or work placement position, a job application letter can help convince an employer to give you a try. You need to **embed your skills** in an application letter. So practise and get advice.

Different jobs, industries and also organisations may use varied application methods. The three most common types you are likely to experience **written applications**, **verbal applications** and **online applications**.

If you find yourself in an **interview** situation then be prepared, look the part, be personable and professional, sell yourself confidently and reflect on your experience.

Get help and advice and once again, practise!

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]

AT4 Individual Pathways Plan



Individual Pathways Plan

For this assessment task you are required to develop your Individual Pathways Plan. An Individual Pathways Plan (IPP) is an ongoing career 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

- i. Identify and explain different methods of **sourcing job opportunities** (including online) that best suit your own career pathway.
- ii. Outline the key members of your **career development network** and explain how they could assist you.
- iii. Develop and update an **entry-level résumé**. Produce a finished **e-version** of this as well.
- iv. Summarise key **advice** to assist young people when **applying for jobs**. Use this advice to **apply** for a **simulated** or **real work-related opportunity**.
- v. 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.

Other tasks and important information

Assessment Task 4 - Individual Pathways Plan

Name: _____

Tasks	Re- quired	Due by	Done	Teacher
Stage 1: My career pathway				
⇒ Negotiate a suitable submission format.				
i Sourcing job opportunities.	✓			
Relevance for your own pathway.	✓			
ii Identify my career development network.	✓			
Explain how these people could assist.	✓			
iii Prepare an up-to-date entry-level résumé.	✓			
Produce a finished e-version.	✓			
iv Summarise advice for applying for jobs.	✓			
Apply for a simulated or real opportunity.	✓			
v 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:

Self-Assessment: Job-Seeking Review

Student: _____ Unit: _____ Dates: _____

Which career management competencies did I develop during this unit?

- _____
- _____
- _____

How would I honestly rate my job-readiness in relation to..

	Very ready	Quite ready	Partly ready	Long way off	Not at all	Didn't try
→ Building a network of contacts.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ Finding suitable work.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ Preparing my résumé.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ Completing job applications.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ Preparing for interviews.....	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

Which areas of this unit did I most enjoy doing?

- _____
- _____
- _____

Which areas do I still need to improve on?

- _____
- _____
- _____

Signed: _____ Date: _____