

Career and Enterprise resources

WACE Career and Enterprise and Workplace Learning programs:

The full suite of WACE Career and Enterprise Resources

- ⇒ **Career and Enterprise: Foundation 11 (available now)**
- ⇒ **Career and Enterprise: Foundation 12 (available now)**
- ⇒ Career and Enterprise: CAE - General 11 (available now)
- ⇒ **Career and Enterprise: CAE - General 12/ATAR11 (available now)**
- ⇒ **Career and Enterprise: ATAR 12 (available now)**



/// Available for 2017 school year: Check for samples online ///

- **Career and Enterprise: Foundation 11**
Full colour text/workbook. 265 pages
Price \$49.50 (ISBN: 978-1-925172-28-7)
Fully reproducible e-version master also available to schools which enables students to use writeable PDF files.

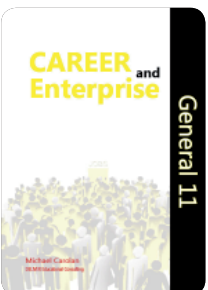
CAE Foundation 11: Contents	
Unit 1	
1 Exploring work	1
2 Gaining a Job	45
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3 Work Behaviours	85
4 Designing Your Future Electives	125
5 Workplace Communication	167
6 Personal Organisation	179
7 Roles and Responsibilities	189
8 Team Work	201
9 Workplace Numeracy	211
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11 Personal Presentation	235
12 Volunteering/Experiencing Work	245



New: Available mid-July 2016: Check for samples online

- **Career and Enterprise: Foundation 12**
Full colour text/workbook. 268 pages
Price \$49.50 (ISBN: 978-1-925172-27-0)
Fully reproducible e-version master also available to schools which enables students to use writeable PDF files.

CAE Foundation 12: Contents	
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Now available (2016): Check for samples online

- **Career and Enterprise: CAE - General 11**
Full colour text/workbook. 314 pages
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.

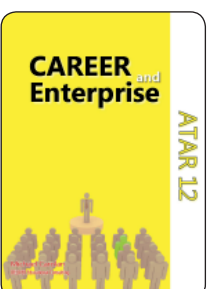
CAE General 11: Contents	
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1 Being Enterprising	1
2 Career Pathways	31
3 Work Skills	61
4 Career Development	89
5 Workplace Issues	115
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6 Developing Enterprise	145
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9 Workplace Effectiveness	229
10 Workplace Health and Safety	277



Now available (2016): Check for samples online

- **Career and Enterprise: CAE - General 12/ATAR11**
Full colour text/workbook. 354 pages.
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.

CAE General 12/ATAR11: Contents	
Unit 3: General12 / Unit 1: ATAR11	
1 Being Enterprising	1
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6 Enterprise and Change	177
7 Work Skills	219
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10 Workplace Safety	323



/// Available for 2017 school year : Check for samples online ///

- **Career and Enterprise: ATAR 12**
Full colour text/workbook. 373 pages
(with CD which has student e-version).
Price \$59.50 (ISBN: 978-1-925172-29-4)
Fully reproducible e-version master also available to schools which enables students to use writeable PDF files.

CAE ATAR 12 Contents	
Unit 3	
1 Being Enterprising	1
2 Career Management	29
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4 Managing Resources	95
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6 Organisational Change	165
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10 Nature of Work - Advanced	307
11 Ethical Global Business	339

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

Attention: VCAL and Applied Learning, Careers, Pathways, and Work Education Co-ordinators and teachers.

2018:

All 12 VCAL resources are now available as master sets on CD and/or as printed workbooks.

Each of these resource sets for Literacy, Work Related Skills, Personal Development and Numeracy includes a 160-180 page **Workbook/text** written to support your teaching of VCAL, Applied Learning and work education units with material aimed at satisfying skills-based assessment tasks. Each set also includes a supplementary **Activities portfolio booklet** with approximately 50 extra worksheet style Applied Learning and Work Education activities that add depth to your teaching program. Each of these resources are available as:

- ☐ **Reproducible master sets on CD featuring PDF files of Set A: Workbook/Text (reproducible master license) & Set B: Activities Portfolio (reproducible master license)**
- ☐ **Professionally printed colour books (and booklets for the Activities Portfolio).**
- ☐ **The Literacy master sets are available as optional fully reproducible master e-versions.**

Key features of each Applied Learning workbook/text:

- ⇒ Organised into sections to match learning outcomes with pages formatted as a write-in workbook.
- ⇒ Cater for varied learning approaches with up-to-date, lively and engaging student-focused material.
- ⇒ Current and relevant weblinks that extend student enquiry.
- ⇒ Each has 90-110 specially developed, engaging learning activities suitable for students of all abilities.
- ⇒ Student-focused SuperSkills topics to develop transferable skills that can be applied in different situations.
- ⇒ Assessment tasks written to satisfy multiple learning outcomes. Numeracy also has many other tasks suitable as assessment tasks.
- ⇒ Literacy supports delivery of Oral Communication.
- ⇒ Includes self-assessment, evaluation and other pro-formas.
- ⇒ PDS and WRS resources include pro-formas to support planning and organising enterprise activities.

Literacy			Numeracy		
Foundation 2018	Intermediate 3ed 2016	Senior 2016	Foundation 2018	Intermediate 2015	Senior 2016
⇒ Workbook text 978-1-925172-35-5	⇒ Workbook text 978-1-925172-22-5	⇒ Workbook text 978-1-925172-23-2	⇒ Workbook text 978-1-925172-31-7	⇒ Workbook text 978-1-925172-02-7	⇒ Workbook text 978-1-925172-20-1
Workbook: Contents	Workbook: Contents	Workbook: Contents	Workbook: Contents	Workbook: Contents	Workbook: Contents
1. Self Expression: Getting The Words Down	1. Self Expression: Introduction	1. Self Expression: Express Yourself	1. A World of Numbers	1. The Shape Of Your World	1. Measuring Up
2. Self Expression: Writing to Speaking	2. Self Expression: Getting it Down	2. Self Expression: Identify & Values	2. Doing The Numbers	2. Working The Numbers	2. Finding My Way
3. Practical Purposes: Communication	3. Practical Literacy: Filling the Gaps	3. Practical Literacy: Getting it Right	3. Time and Money	3. What Comes Next?	3. Seeing The Numbers
4. Practical Purposes: Forms and Instructions	4. Practical Literacy: Instructions - Being Heard	4. Practical Literacy: Instruct Away	4. Time and Money in Action	4. Time Is Money	4. Start Making Sense
5. Knowledge: Building Knowledge	5. Knowledge: Cutting Through	5. Knowledge: Finding Out	5. Getting Around	5. Where Is It?	5. Work It Out - Formulae & Problem-Solving
6. Knowledge: Collecting & Reporting Information	6. Knowledge: Reporting Information	6. Knowledge: Using Knowhow	6. Measuring and Design	6. Measuring Up	6. Putting It Together
7. Issues and Debate: Making a Case	7. Public Debate: Investigating Issues	7. Issues & Debate: Researching Issues	7. Data and Graphs		
8. Issues and Debate: Putting it Together	8. Public Debate: Making Your Case	8. Issues & Debate: Presenting Your Case	8. Applied Numeracy		
⇒ Activities skills booklet 56pp 978-1-925172-36-2	⇒ Activities booklet 64pp 978-1-925172-07-2	⇒ Activities booklet 60pp 978-1-925172-24-9	⇒ Skills development booklet 56pp 978-1-925172-32-4	⇒ Activities booklet 60pp 978-1-925172-03-4	⇒ Activities booklet 60pp 978-1-925172-21-8
Personal Development Skills			Work Related Skills		
Foundation 2018	Intermediate 3ed 2016	Senior 2ed 2016	Foundation 2018	Intermediate 3ed 2016	Senior 2ed. 2016
⇒ Workbook text 978-1-925172-33-1	⇒ Workbook text 978-1-925172-18-8	⇒ Workbook text 978-1-925172-19-5	⇒ Workbook text 978-0-9873519-8-2	⇒ Workbook text 978-1-925172-17-1	⇒ Workbook text 978-1-925172-09-6
Workbook: Contents	Workbook: Contents	Workbook: Contents	Workbook: Contents	Workbook: Contents	Workbook: Contents
-Unit 1	-Unit 1	-Unit 1	-Unit 1	-Unit 1	-Unit 1
1. Personal Development	1. Introducing Me	1. Planning and Organising	1. Workplace Investigation	1. Work Conditions & Entitlements	1. Workplaces & Pathways
2. Planning and Organising	2. Developing My Skills	2. Social Diversity	2. Job-Seeking Skills	2. Job-Seeking Skills	2. Job-Seeking Skills
3. PDS Activity: Planning and Organising	3. Managing Myself Effectively	3. Communicating Effectively	3. Workplace Safety Introduction	3. Workplace Safety Issues & Hazard Identification	3. Workplace Safety & Induction
4. Knowledge and Skills	4. Becoming a Leader	4. Leadership in Action	4. Workplace Safety Issues	4. Employability Skills	4. Workplace Safety Hazard Control
5. Problem-Solving & Teamwork	5. Interpersonal Effectiveness	5. Effective Decision-Making	5. Employability Skills		5. Team & Workplace Tech Skills
-Unit 2	-Unit 2	-Unit 2	-Unit 2	-Unit 2	-Unit 2
6. My Community	6. In the Community	6. Community Issues	6. Planning & Organising	5. Developing Work-Related Skills	6. Effective Planning & Organising
7. Personal Development Activity	7. Planning and Organising	7. Community Project	7. Communicating Effectively	6. Planning & Organising	7. Quality, Enterprise & Innovation
8. Communicating Effectively	8. Problem-Solving and Decision-Making	8. Advanced Team Skills	8. Problem-Solving	7. Communicating Effectively	8. Effective Problem-Solving
9. Applied Problem-Solving and Teamwork	9. Communication & Team Skills	9. Advanced Communication	9. Teams & Technology	8. Effective Problem-Solving	9. Teams, Communication & Technology
⇒ Activities booklet 60pp 978-1-925172-34-8	⇒ Activities booklet 60pp 978-0-9871396-9-6	⇒ Activities booklet 60pp 978-0-9873519-1-3	⇒ Activities booklet 60pp 978-0-9873519-9-9	⇒ Activities booklet 62pp 978-1-925172-00-3	⇒ Activities booklet 62pp 978-1-925172-01-0

Note: All these VCAL and Applied Learning texts and workbooks can be booklisted without having to purchase the master licenses. Extensive preview samples of all materials available on our website.

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

2018
VCAL &
Applied learning

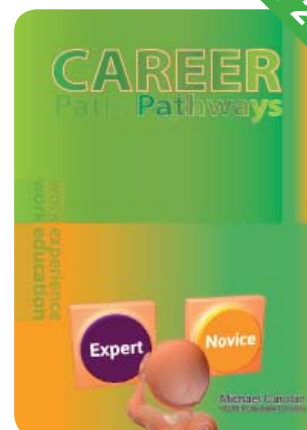
Career Pathways

For Work Experience, Work Education, Work Placement

Career Pathways Workbook/Text

This new full colour 166-page workbook/text has been created specifically for schools and students to support Year 10 and/or Year 11 Career Pathways/Work Experience/Work Education programs. Key features include:

- ⇒ Logical colour-coded sections that support all Career Pathways/Work Education teaching programs
- ⇒ Flexible structure so that students can apply their careers pathways investigation to their participation in work experience/work placement
- ⇒ Includes the MiniGOALscorer careers pathways identification survey
- ⇒ Lively and engaging, student-focused and up-to-date text materials with current and relevant national web links
- ⇒ Pages formatted as a write-in workbook
- ⇒ A job-seeking skills and careers pathways portfolio section complementing school-based work experience/workplace learning programs
- ⇒ Almost 100 varied learning activities suitable for diverse student learning programs
- ⇒ Each section culminates in an assessment task to satisfy learning outcomes
- ⇒ Self-assessment, workplace learning journal, unit progress and other pro-formas.



978-1-925172-30-0

Printed colour book: \$35

Career Pathways is also complemented by the **Work Experience** and **Work Placement Journals**.

Career Pathways e-version

Also available is a fully reproducible e-version on CD through site license. This e-version includes interactive write-in PDF files of each section as well as the PDF e-version of the book with live web links. Contact me for more information about acquiring a site license for the e-version.

Career Pathways booklisting/previews

If you are planning on booklisting please contact me directly so I can arrange complimentary teacher copies to support your program. If you don't use a bookseller for booklist supply, parents (on behalf of students) are able to order these resources directly from us.

Hard copies of the book are now available. If you want to preview this resource immediately download the PDF sample files. You can order hard copies now by supplying a school purchase order number.

View sample files at: www.deliverededucation.com.au

1. My Career Pathway 1

Introduction
1 Career Pathways
2 Lifelong Learning
3 Multiple Career Pathways
4 Values And Expectations
5 Community Values
6 Generational Work Values
7 Attitudes
8 Career Myths & Realities
9 You and Goal-setting
Assessment Task 1
Self-assessment pro-forma

2. The World of Work 27

Introduction
1 Public vs private sector
2 Different work settings
3 Work environments
4 Work in society
5 Employment
6 Unemployment
7 Unpaid work
8 Job tasks
9 Occupational tasks and processes
10 Employment in industry
11 Jobs in Australia
12 Mini GOALscorer
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Stakeholder contact pro-forma

3. Job-Seeking Skills 53

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1 Successful job-seeking
2 Résumés
3 Application letter
4 The interview
Assessment Task 3
Job-seeking review:
Pro-forma

4. Workplace Safety 75

Introduction
1 Workplace safety
2 Hazard alert
3 Safety authorities
4 Workplace stakeholders
5 Rights and responsibilities
6 Workplace safety rep
7 Work ready
8 Student safety induction
Assessment task 4a
9 Workplace hazards
10 Risk assessment
11 Work practices
12 Emergency procedures
13 ITEACM safety procedure
14 Signs and symbols
15 PPE
Assessment task 4b
Safety audit pro-forma

5. Work-Related Skills 105

Introduction
1. Work-related skills
2 Personal competencies
3 Social competencies
4 Transferable skills
5 Employability skills
6 Enterprise skills
7 Industry-specific competencies
8 Work-related skills for jobs
9 Entry level requirements
10 Entry-level skills
Assessment Task 5
Work experience journal pro-forma
Work experience evaluation pro-forma

6. Workplace Issues 129

Introduction
1 Rights and responsibilities
2 Workplace conditions
3 Interpersonal effectiveness
4 Changing work environment
4 Workplace technology
5 The labour market trends
Assessment Task 6
Unit summary record

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Work Experience and Work Placement Journals

Full colour
work experience &
placement journals

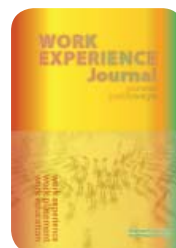
These new full colour booklets have been created specifically for schools and students to support Years 10-12 Career Pathways/Work Experience/Work Education programs. Key features include:

- ⇒ Pages formatted as write-in journal booklets with colour-coded pages to support work experience and work placement programs as part of your Career Pathways, VCAL, Applied Learning, Industry and Enterprise and Work Education teaching programs
- ⇒ Pro-formas to record important school and student information, safety induction checklist, evaluation forms and many more tasks
- ⇒ 15(WE) and 40(WP) pages of daily journals
- ⇒ A range of activities specifically related to a student's work experience and work placement to complete before, during and/or after their work experience placement
- ⇒ Smaller convenient size for (WE) that makes it easier for students to take booklet along with them on their work experience placement.
- ⇒ Full A4 size for (WP) to support greater depth expected of students at Years 11-12.

These journals are also complemented by the new Career Pathways workbook/text. (See overleaf)

Work Experience & Placement Journals: e-versions

Also available are fully reproducible e-versions through a site license. e-versions include interactive write-in PDF files of each section as well as the PDF 'print' version of the book with live web links.



978-1-925172-05-8
Printed colour book @\$22



978-1-925172-15-7
Printed colour book @\$27.50

Work Experience Journal: Contents

Workplace Experience To-Do List	2
Activities Checklist.....	3
Contact Information	4
School Information.....	5
Induction Checklist	6
Timesheet Summary	8
Daily Journals	9
Evaluation-Work-Related Skills ..	24
Evaluation-Indus.-Specific Skills ..	25
Working Safely.....	26
Managing Risks.....	27
Safety Signs.....	28
Personal Protective Equipment ..	29
Safety Audit	30
Employability Skills	32
Teamwork	33
Workplace Participation	34
Work Procedure	35
Work Conditions.....	36
Networking.....	37
Occupation Summary	38
Occupation Summary	39
Rights and Responsibilities	40
Workplace Problems	41
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Work Placement Journal: Contents

Workplace Placement To-Do List ..	2
Activities Checklist	3
Contact Information	4
School Information	5
Induction Checklist	6
Induction Information	7
Timesheet Summary	8
Daily Journals	10
Evaluation - Work-Related Skills ..	50
Evaluation - Indus.-Specific Skills ..	51
Working Safely	52
Managing Risks.....	53
Safety Signs.....	54
Personal Protective Equipment ..	55
Safety Audit	56
Employability Skills	58
Teamwork	59
Workplace Participation	60
Work Procedure	61
Work Conditions	62
Networking	63
Occupation Summary	64
Rights and Responsibilities	66
Work-Related Problems	67
Self-Assessment	68

Order	Availability	Printed Books	e-version Master	Total (GST inc.)
Career Pathways	(New for 2015)	___ @ \$35	___ @\$440	\$ _____
Work Experience Journal	(New for 2015)	___ @ \$22	___ @\$165	\$ _____
Work Placement Journal	(New for 2015)	___ @ \$27.50	___ @\$220	\$ _____
Add Postage: CD-only orders = \$5 Melb metro printed books = \$12. Regional Vic and interstate 1 book = \$13, 2-4 books = \$15. Contact me for larger orders.				Grand total = \$ _____

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Personal Development Activity Planner - Introductory

Personal Development Project Planner - Advanced

New
full colour PDS
planners for 2015.

These new colour-coded planning guides have been created specifically for schools and students to support Personal Development activities and projects.

- ⇒ The planners are formatted as write-in booklets with colour-coded pages to support planning, organising, doing and reviewing a personal development activity or project.
- ⇒ The planners combine all the planning steps needed to successfully complete an individual or teams-based Personal Development project, with specifically designed planning pro-formas.
- ⇒ The formatting encourages students to brainstorm, discuss and document key points before finalising their actions using the pro-formas.
- ⇒ The planners offer the opportunity to use some or all of the planning steps, depending on the complexity of the activity/project.

⇒ **Personal Development Activity Planner - Introductory** has been designed for **foundation level** Personal Development activities; and can also be used for **introductory intermediate level** Personal Development activities/projects such as those that might occur in unit 1.

⇒ **Personal Development Project Planner - Advanced** has been designed for **more sophisticated intermediate level** Personal Development projects such as those that might occur in unit 2; and for **senior level** Personal Development projects.

⇒ Content includes advice, tips and guidelines. The Advanced planner also includes specially designed 'What would you do' scenarios so that students can problem-solve the types of issues that commonly occur in these types of projects.

⇒ Includes event planning pro-formas in addition to the activity/project planning steps.

⇒ Each planner acts as a student evidence journal with areas to gain teacher/supervisor feedback related to key planning stages.

e-versions

Both the **Personal Development Activity Planner - Introductory** and the **Personal Development Project Planner - Advanced** resources are also available as fully reproducible e-versions through a site license. These e-versions include interactive write-in PDF files, as well as the PDF 'print' version of the planners.

Pricing

Personal Development Activity Planner - Introductory:

- ⇒ e-version master license = \$165
- ⇒ Printed book = \$25

Personal Development Project Planner - Advanced:

- ⇒ e-version master license = \$220
- ⇒ Printed book = \$27.50

Special offer: Buy both master licenses for \$385 and receive a free printed copy of each book.

View PDF samples on the website. Any questions please feel free to contact me.

Personal Development Activity Planner - Introductory: Contents

Introduction.....	2-3
Activity Planning Steps	4
1. Brief	5
2. PODR Brainstorm.....	6-7
3. PODR Planner	8-11
4. Task Skills	12-13
5. People Guidelines	14-15
6. TEMP-O	16-19
7. Timeline	20-21
8. Task Organiser	22-23
9. Roster	24-25
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16. Event Planner	38-39
17. Reflection	40-41
18. Evaluation: General Comp's..	42
19. Evaluation: Specific Comp's..	43
20. Other information	44-45



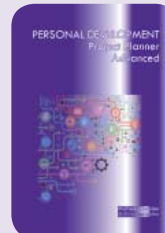
**Printed
colour book
@\$25**

978-1-925172-12-6

Personal Development Project Planner - Advanced: Contents

Introduction.....	2-3
Project Planning Steps	4
1. Brief	5
2. Skills	6-7
3. PODR Brainstorm	8-9
4. PODR Planner	10-13
5. Task Skills	14-15
6. Team Guidelines	16-19
7. External Partnerships	20-21
8. TEMP-O	22-23
9. Timeline	24-25
10. Task Organiser	26-27
11. Equipment Organiser	28-29
12. Materials Organiser	30-31
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25. Transferable Skills	54-55
26. Evaluation: General Comp's...	56
27. Evaluation: Specific Comp's...	57
Other information	58-59



**Printed
colour book
@\$27.50**

978-1-925172-13-3

New for 2015: Community Services industry-specific resources (Retail released 2014)

New for 2015:
Community Services
industry resources.

Key features of this new innovative series of resources.

- ⇒ New **industry-specific resource sets** and **workbooks** that support your VCAL, Applied Learning and work education and career/pathways programs
- ⇒ Each set/workbook includes the **same generic information** and structure but **with targetted industry-specific material**, explanations, examples, images and activities. This flexibility allows teachers to teach general program content while disparate students within the same class can apply this to their own industry experience and context.
- ⇒ Relevant for students undertaking different **industry-based** work experience, work placements and **VET** courses within the same class in **Applied Learning** and **work education**.
- ⇒ Supports an **integrated approach** to **VCAL** and **applied learning**. Teacher support includes all topics/activities matched to relevant VCAL outcomes across **Work Related Skills, Personal Development Skills, Literacy** and **Numeracy**.
- ⇒ Pages formatted as a write-in workbook featuring engaging 4-page topics and supported by a range of diverse and engaging student-focused activities for a variety of learning approaches.
- ⇒ **Workbook** is printed in **full-colour**; with an option to use fully writeable **PDF e-version** with students.



Retail (or Community Services) - Foundation

- 1 Retail Trade (CS) Industry
- 2 Retailing (CS)
- 3 Working in Retail (CS)
- 4 Skills and Competencies
- 5 Retail (CS) Skills in Action
- 6 Work Environment
- 7 Introductory OH&S
- 8 OH&S Induction
- 9 Working in Teams
- 10 Workplace Communication
- 11 Workplace Technology
- 12 Career Pathways
- 13 Job-Seeking Skills
- 14 Australian Apprenticeships
- 15 Dollars & Sense
- 16 Solving Problems
- Assessment Pro-Forma

Retail (or Community Services) - Intermediate

- 1 Retail Trade (CS) Industry
- 2 Retailing (CS)
- 3 Working in Retail (CS)
- 4 Working Environments
- 5 Introductory WHS/OH&S
- 6 Interpersonal Effectiveness
- 7 Communication & Teamwork
- 8 Planning & Goal-Setting
- 9 Career Pathways
- 10 Industry-Specific Training
- 11 Job-Seeking Skills
- 12 Solving Problems
- 13 Being Enterprising
- 14 Workplace Technology
- 15 Industry & Community
- 16 Money Matters
- 17 Retail Trade (CS) Issues
- Assessment Pro-Forma

Check out print and e-version samples on the web.

Can be ordered and/or booklisted now.

Community Services Industry and/or Retail Trade Industry: Available formats

1a. Foundation: Reproducible master licenses

- ⇒ Includes the e-version and print version masters licenses.

Retail Trade = \$165

Community Services = \$165

1b. Foundation: Printed workbook/texts

- ⇒ Price = \$33 (can be booklisted as well.)
- ⇒ Price = \$27.50 for orders of 3+ directly from us or with orders of reproducible master license.

(Retail ISBN: 978-0-9873519-6-8)

(Community Services ISBN: 978-1-925172-16-4)

(Note: Subject to the Copyright Act you are not permitted to reproduce the contents of these workbooks without a master license.)

2a. Intermediate: Reproducible master licenses

- ⇒ Includes the e-version and print version masters licenses.

Retail Trade = \$165

Community Services = \$165

2a. Intermediate: Printed workbook/texts

- ⇒ Price = \$33 (can be booklisted as well.)
- ⇒ Price = \$27.50 for orders of 3+ directly from us or with orders of reproducible master license.

(Retail ISBN: 978-0-9873519-7-5)

(Community Services ISBN: 978-1-925172-15-7)

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

I&E Unit 1: WORKPLACE PARTICIPATION

Written by Michael Carolan

Written specifically for those schools teaching Unit 1-only of Industry and Enterprise as part of a Year 10 or Year 11 careers/pathways/work experience/work education program. This popular resource includes full and comprehensive course materials designed for the new Industry and Enterprise study design.

ISBN: 978-1-925172-08-9
Price: \$33

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