CAREER & ENTERPRISE

Year 11 Course Outline
<table>
<thead>
<tr>
<th>Week</th>
<th>Key teaching Points</th>
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<tbody>
<tr>
<td>1-3</td>
<td>Introduction to the unit; distribution of syllabus, course outline and assessment outline</td>
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<tr>
<td></td>
<td><strong>Gaining and keeping work</strong></td>
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<tr>
<td></td>
<td>• the concept that personal and social networks can assist in gaining and keeping work</td>
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<td></td>
<td>• identify own skills, attributes, interests and knowledge</td>
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<td>• use self-reflection to make decisions of own suitability for a particular job, including consideration of:</td>
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<td>▪ skills, attributes, interests and knowledge</td>
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<td></td>
<td>▪ personal values</td>
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<td>▪ likes and dislikes</td>
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<td>▪ strengths and weaknesses</td>
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<td><strong>Learning to learn</strong></td>
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<td>• decision-making steps:</td>
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<td>▪ identify the problem</td>
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<td>▪ investigate alternatives</td>
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<td>▪ make a decision</td>
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<td>▪ evaluate the solution</td>
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<td>• models for decision making, including:</td>
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<td>▪ SWOT (strengths, weaknesses, opportunities, threats)</td>
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<td></td>
<td>▪ PMI (plus, minus, interesting)</td>
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<td>4-5</td>
<td><strong>Learning to learn</strong></td>
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<td>• the potential ongoing labour market disadvantage of leaving school without qualifications</td>
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<td>• the role of ongoing education and training in gaining and keeping work</td>
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<td>• benefits of accessing ongoing education and training</td>
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<td>• the concept of personal development opportunities</td>
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<td>• the concept of professional development opportunities</td>
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<td>• the need to choose personal and professional development opportunities that align to own skills, attributes, values and interests</td>
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<td>• the impact of challenging and unexpected events on the school-to-work transition</td>
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<td>• strategies to deal with unexpected circumstances in own career</td>
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<td>• the value of a personal mentor to assist in ongoing learning and development</td>
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<td>• strategies to find and access appropriate information sources</td>
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<td>• changes to personal networks that occur after leaving school</td>
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<td>6 - 7</td>
<td><strong>The nature of work</strong></td>
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<td>• work patterns, including:</td>
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<td>▪ part-time</td>
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<td>▪ full-time</td>
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<td>▪ fly-in/fly-out (FIFO)</td>
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<td>▪ volunteer</td>
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<td>• the advantages and disadvantages of different work patterns</td>
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<td>• the concept of globalisation</td>
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<td>• features of different types of work environments, including:</td>
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<td>▪ traditional work spaces</td>
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- contemporary work spaces (open-plan, hot desk, for example)
- virtual workplaces (working from home, for example)
- mobile work environments
- dangerous environments
- changing features of workplaces, including:
  - the physical layout of individual work spaces
  - outsourcing of specialised skills

**Work skills**

- how to interact positively and effectively with others through:
  - working as an individual
    - establishing an individual’s roles
    - meeting deadlines
  - working as a member of a team
    - collaboration
    - communication
    - negotiation
  - establishing and using networks
    - personal (family and friends)
    - social (such as sporting/community organisations)
    - professional (such as work experience)
- strategies to enable appropriate and effective communication in a specific work environment, including:
  - using an appropriate mode of communication
    - text
    - phone call
    - email
    - spoken
  - speaking clearly and directly
  - using language appropriate to the situation and the specific job
  - being assertive
  - negotiating responsively
- recognising forms of diversity within a work setting, including:
  - age
  - gender
  - race
  - religion

**Year 11 Camp**

**Term 2 10-12**

- strategies to manage workload, including:
  - time management
  - priorities
  - allocating resources
- identify and solve problems, using a decision making model, as they arise in a work situation
- the advantage for career development of having basic ICT skills
- use ICT to organise data used in a workplace

**Gaining and keeping work**

- factors affecting job satisfaction, including:
  - job security
  - benefits/compensation/pay
  - opportunities to use skills and abilities
- feeling safe in the work environment
### Career development and management

- consider the impact of an individual’s digital footprint on career development when using social media and/or workplace technology resources
- strategies to enhance self-understanding, including:
  - self-reflection
  - seeking feedback from others
- tools, resources and organisations used to gain work, such as:
  - an individual pathway plan
  - a career portfolio
  - the ApprentiCentre
  - the Job Guide
  - the Career Centre
  - the Aboriginal Workforce Development Centre
  - MyFuture
- strategies to manage an individual career, including:
  - recognising achievements
  - identifying goals in school, social and work settings
  - predicting consequences of decisions
- investigate career choices
- create/review own individual pathway plan
- create/review own resume

### Gaining and keeping work

*how to embed your skills in your job application*

### Gaining and keeping work

- methods of responding to a job opportunity, including:
  - online applications
  - written applications
  - verbal applications
- the need to connect and work with others in the workplace

### Career development and management

- understanding the changing nature of life and work roles
- the value of risk-taking in career development
- the value of positive thinking on career development
- the effects of the global marketplace on personal career development, including:
  - wider access to local and international job opportunities
  - increased reliance on technology

### Entrepreneurial behaviours

- the concept of initiative
- benefits of using initiative in the workplace, including:
  - increased empowerment and recognition
  - increased efficiency
- the benefits of using initiative to create work opportunities
- the concept of innovation
- identify examples of innovation in business, including establishing new businesses
- innovation, starting own businesses and creating new products
- the concept of personal risk-taking in the workplace, such as, giving an opinion in a meeting
- the value of taking appropriate personal risks in the workplace, such as, being recognised for contributions by superiors

### Year 11 Exams
## Course outline
### Semester 2 – Unit 2

<table>
<thead>
<tr>
<th>Week</th>
<th>Key teaching points</th>
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| 1-3  | Introduction to the unit  
     | **Learning to learn**  
     | • the concept of learning styles  
     | • features of different learning styles  
     | • recognise own preferred learning style  
     | • enhancing ability to learn using own learning style  
     | • use personal values, likes and dislikes and strengths and weaknesses, to assist in making job choices  
     | • consider the range of individual career options linked to own personal profile  
     | • the concept that learning experiences can increase career development opportunities and success  
| 4-7  | **The nature of work**  
     | • the purpose and content of the National Employment Standards  
     | • strategies employers use to provide satisfying workplaces, including:  
     | • providing training and career progression for employees  
     | • providing a safe and healthy environment  
     | • providing employee benefits and incentives  
     | **Work skills**  
     | • the importance of work health and safety (WHS) in the workplace  
     | • employers expectations of employees to work in a safe way, including completion of the WorkSafe SmartMove General module  
     | **Entrepreneurial behaviours**  
     | • identify and solve problems within the workplace, including:  
     | • recognising and taking responsibility for predictable routine problems  
     | • recognising when to notify others  
     | • create and innovate solutions to solve problems using strategies, such as:  
     | • inventing new ideas by adapting existing ideas from other contexts  
     | • recognising the potential of a new idea proposed by someone else  
| 8-12 | **Gaining and keeping work**  
     | • the importance of self-promotion in gaining and keeping work  
     | • appropriate self-promotion techniques, including:  
     | • developing a personal statement/profile  
     | • building and maintaining a positive image  
     | • promoting personal achievements  
     | • creating and maintaining a positive online image/digital footprint  
     | • using networks  
     | • physical (social and professional)  
     | • online (blogs and tweets)  
     | • capabilities that are essential for an entry-level job, including:  
     | • time management (for example, punctuality)  
     | • interpersonal skills (such as positive attitude, empathy, tolerance,)  
     | • personal attributes (such as honesty, reliability, loyalty, trustworthiness)  
     | • types of job interviews, including:  
     | • telephone  
     | • panel |
• individual
• group
• techniques for addressing selection criteria and interview questions, such as:
  • SAO (situation, action, outcome)
  • STAR (situation, task, action, result)
• ways of demonstrating responsibility for own personal learning, including:
  • ensuring skills and knowledge are up to date
  • identifying future knowledge requirements in order to stay competitive
  • engaging in formal and informal learning experiences
• workplace changes that have consequences for entry-level jobs, including:
  • more team-based and collaborative work environments
  • increased need for social skills in a work environment
  • increased need for technological competence
  • reduced dependence on geographical location (for example, more mobile work environments, FIFO)
• features of employment contracts, including:
  • position
  • employment status
  • probationary period
  • relevant award
  • remuneration package

13 Mock job interviews for Task 8
14 Work skills
  • considerations when communicating in the workplace, including variations in:
    • content
    • tone
    • vocabulary
    • audience
Career development and management
  • review and update of own individual pathway plan and resume
  create/review own career portfolio
15 - 16 The nature of work
  • the concept of globalisation
  • the impact of global trends on the workforce, including:
    • social
    • cultural
    • technological
17 - 18 Year 11 Exams