



COURSE OUTLINE

CAREER & ENTERPRISE – ATAR YEAR 11: 2020

UNIT 1 AND UNIT 2



Unit 1	
Unit 2	

This course will run the two units, 3 and 4, concurrently. The student Semester 1 grade will therefore be an estimate.

Term	Week	Topic and key teaching points	Syllabus content	WALT & WILF	Assessment
1	1-2	<ul style="list-style-type: none"> ▪ Industry in Australia research ▪ Industry in WA – facts and figures ▪ Australian Jobs 2018 resource/snapshot ▪ Identify jobs in an industry that are NOT related e.g. Admin in Automotive Industry ▪ How to find jobs ▪ Locating Job Opportunities ▪ Terminology homework ▪ Networking in the classroom ▪ Networking You tube clips – ‘funnies’ and activity ▪ ‘Job seeking Networking’ notes and questions to form notes ▪ Job search and networking activity ▪ E-networking ▪ Networking Brochure (extension) ▪ Click view ‘E-networking’(extension) ▪ Networking FAQs (extension) <p>Apprenticeships & Traineeships PowerPoint</p>	<p><u>Gaining and keeping work</u></p> <p>location of job opportunities, including:</p> <ul style="list-style-type: none"> ● newspapers ● websites ● social and professional networking ● professional associations <p><u>Work skills</u></p> <ul style="list-style-type: none"> ● ways to build networks that will enhance career opportunities, including: <ul style="list-style-type: none"> identifying people, you feel comfortable talking to and whose advice you listen to ● increasing the range of, you know in a work role ● using of technology to help expand networks ● strategies to deal with unexpected events in a workplace <p><u>Career development and management</u></p> <p>the concept of e-networks</p>	<p>WALT (An understating of):</p> <p>An understanding current labour market research linked to possible career pathways and n understanding of how to locate possible job opportunities.</p> <p>WILF (Completed by):</p> <ul style="list-style-type: none"> - SMART goal - Definitions - Individual research on industries and the employment growth - Types of Income Table notes - Locating jobs worksheet - Practice exam questions - Task 1 - Task 2 	



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		<ul style="list-style-type: none"> ▪ Increased travel time group activity and Qu 2 for homework ▪ Changing Role of family members – read 4 media reports ▪ Changing Work Role of family members’ questions ▪ Notes page on Changing Work Role of family members ▪ Extended Response on Changing Role of women (Extension) ▪ Technological Influences ▪ Technological Change – discuss and explain practice questions ▪ How to discuss 	<p>the relationship between individual efficiency and work satisfaction</p> <ul style="list-style-type: none"> • the impact of global trends on the workforce, including: <ul style="list-style-type: none"> • the ageing workforce • a more mobile population • changing work roles of family members • e-commerce (for example, online shopping) • overseas outsourcing <p>Work skills</p> <p>the need to recognise diversity within a workplace, including:</p> <ul style="list-style-type: none"> • ages • ethnicity • physical ability <p>the need to adjust to diversity within a workplace</p>		
1	8-10	<ul style="list-style-type: none"> ▪ Career Planning – step by step activity ▪ Work Values activity ▪ Employability Skills framework ▪ Skills or Attribute quiz (PowerPoint) ▪ Terminology homework ▪ SMART goal setting PowerPoint notes ▪ Where to get Career Advice PowerPoint notes ▪ Worklife balance notes ▪ Work life balance of Australians media report 	<p>Learning to learn</p> <ul style="list-style-type: none"> • identify personal and professional skills and attributes, and understand their link to career development • self-management strategies to enhance personal change and growth, including: <ul style="list-style-type: none"> • self-reflection • construction (reflection) of SMART (specific, measurable, achievable, realistic, time based) goals • interacting with others through teamwork and networking • strategies to build and maintain a positive self-concept for career development, including: <ul style="list-style-type: none"> • promoting yourself to others • targeting job searching to match own personal profile • identify personal and professional learning opportunities and understand their link to career development 	<p>WALT (An understating of): Self awareness of SAVI and how to set SMART goal with Work life balance maintained.</p> <p>WILF (Completed by): Task 4 Class activities and notes</p>	<p>Assessment Task 4- Individual Pathway Plan (week 10)</p>



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			<ul style="list-style-type: none"> ● the value of participating in lifelong learning designed to support career goals <p><u>Career development and management</u></p> <ul style="list-style-type: none"> ● strategies to assist in making decisions in a work context, including: <ul style="list-style-type: none"> ● choosing from a set of pre-determined options ● using a formal decision-making process ● examine personal progress in each of the following career competencies: <ul style="list-style-type: none"> ● make career-enhancing decisions <ul style="list-style-type: none"> ○ seeks advice, feedback and support as required ● maintain balanced life and work roles <ul style="list-style-type: none"> ○ develops a personal, school and work timetable to manage all commitments ● understand the changing nature of life and work roles <p>identifies changes in personal roles and commitments that will occur in the school to post-school transition</p> <ul style="list-style-type: none"> ○ <ul style="list-style-type: none"> ● understand, engage in and manage the career-building process <ul style="list-style-type: none"> ○ sets personal learning challenges using formal and informal learning opportunities <ul style="list-style-type: none"> ● develop/refine own electronic individual pathway plan (IPP) <p><u>Gaining and keeping work</u></p> <ul style="list-style-type: none"> ● skills used to connect with and work with others, such as, recognising strengths and weaknesses of your interpersonal skills <p><u>Work skills</u></p> <ul style="list-style-type: none"> ● the steps in planning and organising work load and work/life balance, including:
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			<ul style="list-style-type: none"> determining the amount of work to be completed in a set timeframe identifying personal priorities related to work hours and work patterns 		
2	1-2	<ul style="list-style-type: none"> Work Patterns Hollands Theory Research activity Hollands Mock Test Questions Images practice sheet Job Satisfaction Notes 	<p><u>Gaining and keeping work</u></p> <ul style="list-style-type: none"> the features of the personality types outlined in Holland’s Theory of Career Choice (1985) and how they relate to career choice <p>determine own personality type and preferred work environment using the personality types and work environments outlined in Holland’s Theory of Career</p>	<p>WALT (An understating of): Hollands Theory of Career Choice.</p> <p>WILF (Completed by): Hollands Career theory notes Hollands Career theory quiz.</p>	
2	3	<ul style="list-style-type: none"> Job Outlook uses and terms Labour Market Terminology/Definitions PowerPoint Australian Jobs 2017/8 Labour Market Information Case Study Introduction ‘Top 20 jobs in demand in Australia’ media report How to use My future website <ul style="list-style-type: none"> Clickview ‘Introducing H&S’ Assessing Risk Case Study on OHS Safetyline (SA) scenarios 	<p><u>Entrepreneurial behaviours</u></p> <p>considering labour market information to identify employment opportunities, including: self-employment opportunities business and product development</p> <p><u>The nature of work</u></p> <ul style="list-style-type: none"> features of each of the following workplace organisational structures: <ul style="list-style-type: none"> hierarchical flat reasons for, and requirements of, an employment contract with reference to the National Employment Standards from the <i>Fair Work Act 2009</i> 	<p>WALT (An understating of): Current market research and future employment opportunities.</p> <p>WILF (Completed by): <i>Task 6</i> <i>Class notes and research</i> <i>SMART Move Certificate</i></p>	<p>Assessment Task 5- Holland’s Theory Test (week 2)</p>



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		<ul style="list-style-type: none"> What's the Problem (OHS) Scenarios 	<p><u>The nature of work</u></p> <ul style="list-style-type: none"> factors that create effective workplaces, including: <ul style="list-style-type: none"> management of human, physical, financial and technological resources internal and external communication strategies and processes, including meetings, telephone calls and text messages, emails, memos, letters, newsletters, intranet and internet health and safety workplace legislation equal employment opportunity workplace legislation quality assurance standards the need for rights and protocols for the workplace, including: <ul style="list-style-type: none"> health and safety equal opportunity codes of conduct and standards completion of a Worksafe Smart Move industry-specific module 		
2	4		Exam Revision		
2	5-6		Task 7- Exams		



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2	7-8	<ul style="list-style-type: none"> Philip Morris International Case Study Telstra Case Study 	<p>The nature of work</p> <ul style="list-style-type: none"> features of each of the following workplace organisational structures: <ul style="list-style-type: none"> hierarchical flat <p>The nature of work</p> <ul style="list-style-type: none"> the concepts of organisational restructuring and workplace reform <p>the impact of organisational restructuring on individual career development</p>	<p>WALT (An understating of): An understanding of workplace organisational structures and the impact on individual and organisations workplace restructuring has</p> <p>WILF (Completed by): Class activities and Task 7</p>	
2	9-10	<ul style="list-style-type: none"> What is performance management PowerPoint notes Performance Management Questions Practice Extended Qus - Perf Mgmt 	<p>The nature of work</p> <ul style="list-style-type: none"> the interrelationships between individual efficiency, workplace productivity and sustainability <p>the use of performance management as a tool to improve individual efficiency and workplace productivity</p>	<p>WALT (An understating of): Performance Management</p> <p>WILF (Completed by): Task 8 Class notes</p>	Task8- Performance Management
	1	<ul style="list-style-type: none"> Work Life Balance Media Report Managing an effective Work Life Balance Employment Rights Activity Pay and Conditions in WA Rights and Responsibilities Practice Paper for Nature of Work Test 	<p>The nature of work</p> <ul style="list-style-type: none"> reasons for, and requirements of, an employment contract with reference to the National Employment Standards from the Fair Work Act 2009 <p>The nature of work</p> <ul style="list-style-type: none"> Considerations for individuals in the workplace, including: <ul style="list-style-type: none"> Pay and conditions ethical considerations, including following the code of conduct <p>the concept of work/life balance</p>	<p>WALT (An understating of): National Employment Standards</p> <p>WILF (Completed by): Class notes and activities Task 9</p>	Task 9- In class Test- The Nature of work



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3	2-3	<ul style="list-style-type: none"> Conflict in the Workplace PowerPoint Workplace Conflict reading/response sheet Types of Discrimination Discrimination in the workplace – laws Role of Fair Work Australia & EOC Bullying & Harassment The Devil wears Prada Types of conflict PowerPoint Statutory Bodies Formal Conflict Resolution Processes reading <p>Case Studies – ‘Bianca’ & ‘Nellie’</p>	<p>Work skills</p> <ul style="list-style-type: none"> adapt communication skills to show respect for differences within the work place, including: <ul style="list-style-type: none"> values beliefs cultural expectations strategies and processes for resolving conflict in the workplace, including: <ul style="list-style-type: none"> informal strategies and processes, such as, communicating concerns through supportive relationships, being tolerant of others, adopting a positive approach to resolving differences, and internal mediation <p>formal processes, such as, arbitration processes, industrial tribunal hearings and trade union intervention</p>	<p>WALT (An understating of): Types of Conflict and resolution strategies.</p> <p>WILF (Completed by): Task 10 and class notes</p>	<p>Task 10- Conflict Resolution Investigation</p>
3	4-5	<ul style="list-style-type: none"> E portfolio Research and Questions Find your dream job Gaining and keeping work terminology PPT Job Search Methods research PMI chart You tube promotion <p>Job Advert Questions (newspaper)</p>	<p>Gaining and keeping work</p> <ul style="list-style-type: none"> methods of finding job opportunities, including cold canvassing awareness of innovative contemporary strategies for gaining employment, such as: <ul style="list-style-type: none"> YouTube promotion live performance <p>Career development and management</p> <ul style="list-style-type: none"> develop/refine own electronic career portfolio <p>Career development and management refine own electronic career portfolio</p>	<p>WALT (An understating of): An understanding of the components of portfolio and how to gain and keep work.</p> <p>WILF (Completed by): <i>Class notes and the development of career portfolio.</i></p>	
3	6-9	<ul style="list-style-type: none"> Interpreting Job Advertisements Where to find jobs – analyse (PMI Chart) What needs to be in a portfolio You tube – what is a portfolio Structure of a cover letter. Resume Builder Examples of resume templates Toys R Us advertisement example St Johns Ambulance Crash Course Worksafe SmartMove certificates 	<p>Career development and management</p> <ul style="list-style-type: none"> formats for job applications formats for cover letters <p>Gaining and keeping work</p> <ul style="list-style-type: none"> interpret requirements in a job advertisement, including: <ul style="list-style-type: none"> job description job location qualifications required selection criteria 	<p>WALT (An understating of): How to apply for a job</p> <p>WILF (Completed by): Task 11</p>	<p>Assessment Task 11 – Applying for Jobs</p> <p>Assessment Task 12 – Electronic Portfolio</p>



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		The Application Process	<ul style="list-style-type: none"> ● expression of interest requirements ● application process and deadline ● strategies for successfully applying for a job, including: <ul style="list-style-type: none"> ● writing a job application letter ● participating in an interview situation 		
3	10	<p>Entrepreneurial behaviours</p> <ul style="list-style-type: none"> ● being enterprising in a global economy, including: <ul style="list-style-type: none"> ● making international business links ● identifying consumer gaps ● using technology (including online groups) <p>Learning to learn</p> <ul style="list-style-type: none"> ● the need to undertake personal and professional development opportunities to maintain up-to-date skills and knowledge 	<ul style="list-style-type: none"> ● Entrepreneurs in local/wider community ● Globalisation – benefits and drawbacks ● How entrepreneurs use IT ● Entrepreneurial Personal attributes ● Why self-employment ● Steve Jobs ● How to be a young billionaire ● What makes you successful in your career? ● Career Scenarios – your own business <p>Terminology</p>	<p>WALT (An understating of): Personal and Professional learning opportunities and how to start competitive in a global market</p> <p>WILF (Completed by): Class notes & activities</p>	
4	1-2	<ul style="list-style-type: none"> ● Updating through: <ul style="list-style-type: none"> ● TAFE courses ● Uni Courses ● Professional Associations ● Further Education ● Specialisms ● Unemployment ● Budgeting <p>What causes change?</p>	<p>Learning to learn</p> <ul style="list-style-type: none"> ● the need for ongoing self-assessment when responding to change, including: <ul style="list-style-type: none"> ● personal life ● professional life ● responding to change and how it may impact an individual's career, including: <ul style="list-style-type: none"> ● retraining ● updating skills ● managing finances <p>coping with unemployment</p>	<p>WALT (An understating of): How to cope with unexpected events.</p> <p>WILF (Completed by): Class notes and activities.</p>	



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4	3	<ul style="list-style-type: none"> ● Legal Requirement in the workplace ● Technological Issues – notes ● Clickview ‘Introducing H&S’ ● Assessing Risk ● Case Study on OHS ● Safetyline (SA) scenarios ● What’s the Problem (OHS) Scenarios\ ● SWOT Analysis ● Problems in the workplace ● Action Planning 	<p>the nature of work</p> <ul style="list-style-type: none"> ● factors that create effective workplaces, including: <ul style="list-style-type: none"> ● management of human, physical, financial and technological resources ● internal and external communication strategies and processes, including meetings, telephone calls and text messages, emails, memos, letters, newsletters, intranet and internet ● health and safety workplace legislation ● equal employment opportunity workplace legislation ● quality assurance standards ● the need for rights and protocols for the workplace, including: <ul style="list-style-type: none"> ● health and safety ● equal opportunity ● codes of conduct and standards <p>completion of a Worksafe Smart Move industry-specific module</p> <p>Work skills</p> <ul style="list-style-type: none"> ● work rights and protocols in the use of technology, including: <ul style="list-style-type: none"> ● legal rights and responsibilities (for example, copyright implications) procedures and expectations in the workplace <p>entrepreneurial behaviours</p> <ul style="list-style-type: none"> ● steps in problem solving within the work place, including: <ul style="list-style-type: none"> ● identifying the problem ● applying a decision-making process, such as SWOT (strengths, weaknesses, opportunities, threats) <p>creating an action plan to execute the solution</p>	<p>WALT (An understating of): Problem solving/ decision making tools.</p> <p>WILF (Completed by): Class notes and activities.</p>
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4	4		<i>Exam Revision</i>
4	5-6		<i>Task 13- Exams</i>