



**COURSE OUTLINE**  
**CAREER ENTREPRISE – GENERAL YEAR 11: 2021**  
**UNIT 1 AND UNIT 2**



Term	Week	Topic and key teaching points	Syllabus content	WALT & WILF	Assessment
1	1	<ul style="list-style-type: none"> <li>The potential ongoing labour market disadvantage of leaving school without qualifications</li> <li>the role of ongoing education and training in gaining and keeping work</li> <li>benefits of accessing ongoing education and training</li> <li>the concept of personal development opportunities</li> <li>the concept of professional development opportunities</li> <li>the need to choose personal and professional development opportunities that align to own skills, attributes, values and interests</li> </ul>	<p><b>Learning to Learn</b></p> <ul style="list-style-type: none"> <li>The potential ongoing labour market disadvantage of leaving school without qualifications</li> <li>the role of ongoing education and training in gaining and keeping work</li> <li>benefits of accessing ongoing education and training</li> <li>the concept of personal development opportunities</li> <li>the concept of professional development opportunities</li> <li>the need to choose personal and professional development opportunities that align to own skills, attributes, values and interests</li> </ul>	<p><b>WALT (an understanding of):</b>            Personal and professional learning opportunities that is linked to individuals' students pathway plan.</p> <p><b>WILF (completion of):</b></p> <ul style="list-style-type: none"> <li>Notes on disadvantages of leaving school without qualifications and how to access personal and professional learning opportunities</li> <li>SAVI Chart</li> </ul>	
1	2	<ul style="list-style-type: none"> <li>the impact of challenging and unexpected events on the school-to-work transition</li> <li>strategies to deal with unexpected circumstances in own career</li> <li>the value of a personal mentor to assist in ongoing learning and development</li> <li>strategies to find and access appropriate information sources</li> <li>changes to personal networks that occur after leaving school</li> <li>decision-making steps:               <ul style="list-style-type: none"> <li>identify the problem</li> <li>investigate alternatives</li> </ul> </li> </ul>	<p><b>Learning to Learn</b></p> <p><b>Work skills</b></p> <ul style="list-style-type: none"> <li>the impact of challenging and unexpected events on the school-to-work transition</li> <li>strategies to deal with unexpected circumstances in own career</li> <li>the value of a personal mentor to assist in ongoing learning and development</li> <li>strategies to find and access appropriate information sources</li> </ul>	<p><b>WALT (an understanding of):</b>            An understanding of how to deal with unexpected events or problems in the workplace and the steps used to help resolve them.</p> <p><b>WILF (completion of):</b></p> <ul style="list-style-type: none"> <li>Notes on the decision-making steps and problems in the workplace</li> </ul>	<p><b>Task 1: Test on skills and SWOT analysis.</b>  <b>(SWOT is strengths, weaknesses, opportunities, threats) (Week 2)</b></p>



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	<ul style="list-style-type: none"><li>▪ make a decision</li><li>▪ evaluate the solution</li><li>• models for decision making, including:<ul style="list-style-type: none"><li>▪ SWOT (strengths, weaknesses, opportunities, threats)</li></ul></li><li>• identify and solve problems, using a decision making model, as they arise in a work situation</li><li>• the importance of work health and safety (WHS) in the workplace</li><li>• employers expectations of employees to work in a safe way, including completion of the WorkSafe SmartMove General module</li></ul>	<ul style="list-style-type: none"><li>• changes to personal networks that occur after leaving school</li><li>• decision-making steps:<ul style="list-style-type: none"><li>▪ identify the problem</li><li>▪ investigate alternatives</li><li>▪ make a decision</li><li>▪ evaluate the solution</li></ul></li><li>• models for decision making, including:<ul style="list-style-type: none"><li>▪ SWOT (strengths, weaknesses, opportunities, threats)</li></ul></li><li>• identify and solve problems, using a decision making model, as they arise in a work situation</li><li>• the importance of work health and safety (WHS) in the workplace</li><li>• employers expectations of employees to work in a safe way, including completion of the WorkSafe SmartMove General module</li></ul>	<ul style="list-style-type: none"><li>• Completion of SWOT analysis on workplace situations</li></ul>	
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1	3	<ul style="list-style-type: none"> <li>• factors affecting job satisfaction, including:             <ul style="list-style-type: none"> <li>• job security</li> <li>• benefits/compensation/pay</li> <li>• opportunities to use skills and abilities</li> </ul> </li> <li>• feeling safe in the work environment</li> </ul>	<p><b>Gaining and Keeping Work Work Skills</b></p> <ul style="list-style-type: none"> <li>• factors affecting job satisfaction, including:             <ul style="list-style-type: none"> <li>• job security</li> <li>• benefits/compensation/pay</li> <li>• opportunities to use skills and abilities</li> </ul> </li> <li>• feeling safe in the work environment</li> </ul>	<p><b>WALT (an understanding of):</b> Factors that can affect job satisfaction.</p> <p><b>WILF (completion of):</b></p> <ul style="list-style-type: none"> <li>• Smart Move Certificate</li> <li>• Group activity on factors that affect job satisfaction.</li> </ul>	
1	4	<ul style="list-style-type: none"> <li>• recognising forms of diversity within a work setting, including:             <ul style="list-style-type: none"> <li>• age</li> <li>• gender</li> <li>• race</li> <li>• religion</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• recognising forms of diversity within a work setting, including:             <ul style="list-style-type: none"> <li>• age</li> <li>• gender</li> <li>• race</li> <li>• religion</li> </ul> </li> </ul>	<p><b>WALT (an understanding of):</b> Respectfully working with others</p> <p><b>WILF (completion of):</b></p> <ul style="list-style-type: none"> <li>• Research of diversity and how organisations accommodate for diversity in work settings</li> </ul>	
1	5	<ul style="list-style-type: none"> <li>• features of different types of work environments, including:             <ul style="list-style-type: none"> <li>▪ traditional work spaces</li> <li>▪ contemporary work spaces (open-plan, hot desk, for example)</li> <li>▪ virtual workplaces (working from home, for example)</li> <li>▪ mobile work environments</li> <li>▪ dangerous environments</li> </ul> </li> </ul>	<p><b>Nature of Work</b></p> <ul style="list-style-type: none"> <li>• features of different types of work environments, including:             <ul style="list-style-type: none"> <li>▪ traditional work spaces</li> <li>▪ contemporary work spaces (open-plan, hot desk, for example)</li> <li>▪ virtual workplaces (working from home, for example)</li> <li>▪ mobile work environments</li> <li>▪ dangerous environments</li> </ul> </li> </ul>	<p><b>WALT (an understanding of):</b> The various features that are seen in different work environments</p> <p><b>WILF (completion of):</b></p> <ul style="list-style-type: none"> <li>- <b>Research for Assessment Task 2</b></li> </ul>	

		<b>MONDAY – Labour Day Public Holiday</b>			
1	6	<ul style="list-style-type: none"> <li>• features of different types of work environments, including:             <ul style="list-style-type: none"> <li>• traditional work spaces</li> <li>• contemporary work spaces (open-plan, hot desk, for example)</li> <li>• virtual workplaces (working from home, for example)</li> <li>• mobile work environments</li> <li>• dangerous environments</li> <li>• changing features of workplaces, including:                 <ul style="list-style-type: none"> <li>• the physical layout of individual work spaces</li> </ul> </li> </ul> </li> </ul> <p>outsourcing of specialised skills</p>	<p><b>Nature of Work</b></p> <p>features of different types of work environments, including:</p> <ul style="list-style-type: none"> <li>• traditional work spaces</li> <li>• contemporary work spaces (open-plan, hot desk, for example)</li> <li>• virtual workplaces (working from home, for example)</li> <li>• mobile work environments</li> <li>• dangerous environments</li> <li>• changing features of workplaces, including:             <ul style="list-style-type: none"> <li>• the physical layout of individual work spaces</li> </ul> </li> </ul> <p>outsourcing of specialised skills</p>	<p><b>WALT (an understanding of):</b></p> <p>The various features that are seen in different work environments</p> <p><b>WILF (completion of):</b></p> <ul style="list-style-type: none"> <li>- <b>Completion of Assessment 2</b></li> </ul>	
1	7	<ul style="list-style-type: none"> <li>• strategies to enable appropriate and effective communication in a specific work environment, including:             <ul style="list-style-type: none"> <li>▪ using an appropriate mode of communication                 <ul style="list-style-type: none"> <li>○ text</li> <li>○ phone call</li> <li>○ email</li> <li>○ spoken</li> </ul> </li> </ul> </li> </ul>	<p><b>Work Skills</b></p> <ul style="list-style-type: none"> <li>• strategies to enable appropriate and effective communication in a specific work environment, including:             <ul style="list-style-type: none"> <li>▪ using an appropriate mode of communication                 <ul style="list-style-type: none"> <li>○ text</li> <li>○ phone call</li> </ul> </li> </ul> </li> </ul>	<p><b>WALT (an understanding of):</b></p> <p>Effective ways to communicate in the workplace.</p> <p><b>WILF (completion of):</b></p> <ul style="list-style-type: none"> <li>- role plays on effective communication</li> <li>- Modelling of the various methods of communication</li> </ul>	<p><b>Task 2 : Produce a PowerPoint Presentation to explain different work environments.</b></p>



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		<ul style="list-style-type: none"> <li>▪ speaking clearly and directly</li> <li>▪ using language appropriate to the situation and the specific job</li> <li>▪ being assertive</li> </ul> <ul style="list-style-type: none"> <li>● negotiating responsively</li> </ul>	<ul style="list-style-type: none"> <li>○ email</li> <li>○ spoken</li> <li>▪ speaking clearly and directly</li> <li>▪ using language appropriate to the situation and the specific job</li> <li>▪ being assertive</li> </ul> <ul style="list-style-type: none"> <li>● negotiating responsively</li> </ul>		
1	8	<ul style="list-style-type: none"> <li>● work patterns, including: <ul style="list-style-type: none"> <li>▪ part-time</li> <li>▪ full-time</li> <li>▪ fly-in/fly-out (FIFO)</li> <li>▪ volunteer</li> </ul> </li> <li>● the advantages and disadvantages of different work patterns</li> <li>● the concept of globalisation</li> </ul> <p><i>(PTO Tuesday)</i></p>	<p><b>The nature of Work</b></p> <ul style="list-style-type: none"> <li>● work patterns, including: <ul style="list-style-type: none"> <li>▪ part-time</li> <li>▪ full-time</li> <li>▪ fly-in/fly-out (FIFO)</li> <li>▪ volunteer</li> </ul> </li> <li>● the advantages and disadvantages of different work patterns</li> <li>● the concept of globalisation</li> </ul>	<p><b>WALT (an understanding of):</b>  The various work patterns and the positives and negatives of different work patterns.</p> <p><b>WILF (completion of):</b></p> <ul style="list-style-type: none"> <li>- Table comparing the various work patterns.</li> </ul>	



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1	9	<ul style="list-style-type: none"> <li>● how to interact positively and effectively with others through:             <ul style="list-style-type: none"> <li>● working as an individual                 <ul style="list-style-type: none"> <li>○ establishing an individual’s roles</li> <li>○ meeting deadlines</li> </ul> </li> <li>● working as a member of a team                 <ul style="list-style-type: none"> <li>○ collaboration</li> <li>○ communication</li> <li>○ negotiation</li> </ul> </li> <li>● establishing and using networks                 <ul style="list-style-type: none"> <li>○ personal (family and friends)</li> <li>○ social (such as sporting/community organisations)</li> <li>○ professional (such as work experience)</li> </ul> </li> </ul> </li> </ul> <p><b>FRIDAY- Good Friday Public Holiday</b></p> <p><b>(PTO WEDNESDAY)</b></p>	<p><b>Work skills</b></p> <ul style="list-style-type: none"> <li>● how to interact positively and effectively with others through:             <ul style="list-style-type: none"> <li>● working as an individual                 <ul style="list-style-type: none"> <li>○ establishing an individual’s roles</li> <li>○ meeting deadlines</li> </ul> </li> <li>● working as a member of a team                 <ul style="list-style-type: none"> <li>○ collaboration</li> <li>○ communication</li> <li>○ negotiation</li> </ul> </li> <li>● establishing and using networks                 <ul style="list-style-type: none"> <li>○ personal (family and friends)</li> <li>○ social (such as sporting/community organisations)</li> <li>○ professional (such as work experience)</li> </ul> </li> </ul> </li> </ul>	<p><b>WALT (an understanding of):</b>          How to work collaboratively and individually to help establish effective relationships.</p> <p><b>WILF (completion of):</b></p> <ul style="list-style-type: none"> <li>- Network Chart</li> <li>- Paper planes communication task</li> </ul>	
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2	1	<p>MONDAY – Pupil Free day</p> <ul style="list-style-type: none"> <li>● models for decision making, including: <ul style="list-style-type: none"> <li>▪ PMI (plus, minus, interesting)</li> </ul> </li> <li>● tools, resources and organisations used to gain work, such a <ul style="list-style-type: none"> <li>▪ an individual pathway plan</li> <li>▪ a career portfolio</li> <li>▪ Jobs and Skills WA</li> <li>▪ Job Jumpstart</li> <li>▪ Seek.com</li> <li>▪ Indeed Career Guide</li> <li>▪ Australian Jobs</li> </ul> </li> </ul>	<p><b>Learning to Learn</b></p> <ul style="list-style-type: none"> <li>● models for decision making, including: <ul style="list-style-type: none"> <li>▪ PMI (plus, minus, interesting)</li> </ul> </li> <li>● tools, resources and organisations used to gain work, such a <ul style="list-style-type: none"> <li>▪ an individual pathway plan</li> <li>▪ a career portfolio</li> <li>▪ Jobs and Skills WA</li> <li>▪ Job Jumpstart</li> <li>▪ Seek.com</li> <li>▪ Indeed Career Guide</li> <li>▪ Australian Jobs</li> </ul> </li> </ul>	<p><b>WALT (an understanding of):</b> Resources, tools and organisations that can help individual attain employment.</p> <p><b>WILF (completion of):</b> - Assessment Task 3</p>	<p><b>Task 3: PMI on Resources, tool and organisations used to gain work (End of Week 1)</b></p>
2	2	<ul style="list-style-type: none"> <li>● strategies to manage workload, including: <ul style="list-style-type: none"> <li>● time management</li> <li>● priorities</li> <li>● allocating resources</li> </ul> </li> <li>● strategies to enhance self-understanding, including: <ul style="list-style-type: none"> <li>● self-reflection</li> <li>● seeking feedback from others</li> </ul> </li> </ul>	<p><b>Work Skills</b></p> <p><b>Entrepreneurial Skills</b></p> <ul style="list-style-type: none"> <li>● strategies to manage workload, including: <ul style="list-style-type: none"> <li>● time management</li> <li>● priorities</li> <li>● allocating resources</li> </ul> </li> <li>● strategies to enhance self-understanding, including:</li> </ul>	<p><b>WALT (an understanding of):</b> Managing workload and the importance of managing time in a global marketplace.</p> <p><b>WILF (completion of):</b> - Skills Audit - Reflection of Year 11 Achievements to date. - Notes on workload, and the changing nature of work.</p>	



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		<ul style="list-style-type: none"> <li>● the value of risk-taking in career development</li> <li>● the value of positive thinking on career development</li> <li>● understanding the changing nature of life and work roles</li> <li>● the effects of the global marketplace on personal career development, including:             <ul style="list-style-type: none"> <li>● wider access to local and international job opportunities</li> <li>● increased reliance on technology</li> </ul> </li> </ul> <p><b>MONDAY – ANZAC DAY Public Holiday</b></p>	<ul style="list-style-type: none"> <li>● self-reflection</li> <li>● seeking feedback from others</li> <li>● the value of risk-taking in career development</li> <li>● the value of positive thinking on career development</li> <li>● understanding the changing nature of life and work roles</li> <li>● the effects of the global marketplace on personal career development, including:             <ul style="list-style-type: none"> <li>● wider access to local and international job opportunities</li> <li>● increased reliance on technology</li> </ul> </li> </ul>		
2	3	<ul style="list-style-type: none"> <li>● strategies to manage an individual career, including:             <ul style="list-style-type: none"> <li>▪ recognising achievements</li> <li>▪ identifying goals in school, social and work settings</li> <li>▪ predicting consequences of decisions</li> </ul> </li> <li>● strategies to enhance self-understanding, including:             <ul style="list-style-type: none"> <li>▪ self-reflection</li> <li>▪ seeking feedback from others</li> </ul> </li> <li>● create/review own individual pathway plan</li> <li>● strategies to manage workload, including:             <ul style="list-style-type: none"> <li>▪ time management</li> </ul> </li> </ul>	<p><b>Career Development and Management</b></p> <ul style="list-style-type: none"> <li>● strategies to manage an individual career, including:             <ul style="list-style-type: none"> <li>▪ recognising achievements</li> <li>▪ identifying goals in school, social and work settings</li> <li>▪ predicting consequences of decisions</li> </ul> </li> <li>● strategies to enhance self-understanding, including:             <ul style="list-style-type: none"> <li>▪ self-reflection</li> <li>▪ seeking feedback from others</li> </ul> </li> </ul>	<p><b>WALT (an understanding of):</b>            Personal goals that will help students succeed in the career pathway plan.</p> <p><b>WILF (completion of):</b></p> <ul style="list-style-type: none"> <li>- Task 4 Individual Pathway Plan</li> </ul>	<p><b>Task 4: Individual pathway plan (Week 4)</b></p>





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		<ul style="list-style-type: none"> <li>▪ priorities</li> <li>▪ allocating resources</li> </ul>	<ul style="list-style-type: none"> <li>• create/review own individual pathway plan</li> <li>• strategies to manage workload, including:               <ul style="list-style-type: none"> <li>▪ time management</li> <li>▪ priorities</li> <li>▪ allocating resources</li> </ul> </li> </ul>		
2	4	<ul style="list-style-type: none"> <li>• the advantage for career development of having basic ICT skills</li> <li>• use ICT to organise data used in a workplace</li> <li>• consider the impact of an individual’s digital footprint on career development when using social media and/or workplace technology resources</li> </ul>	<p><b>work skills</b></p> <ul style="list-style-type: none"> <li>• the advantage for career development of having basic ICT skills</li> <li>• use ICT to organise data used in a workplace</li> <li>• consider the impact of an individual’s digital footprint on career development when using social media and/or workplace technology resources</li> </ul>	<p><b>WALT (an understanding of):</b> Of how to use ICT appropriately in a workplace.</p> <p><b>WILF (completion of):</b></p> <ul style="list-style-type: none"> <li>- ICT Skills Audit</li> <li>- Digit footprint</li> <li>- Guide on how to use technology responsibly in the workplace</li> </ul>	
2	5	<ul style="list-style-type: none"> <li>• the concept of initiative</li> <li>• benefits of using initiative in the workplace, including:               <ul style="list-style-type: none"> <li>• increased empowerment and recognition</li> <li>• increased efficiency</li> </ul> </li> <li>• the benefits of using initiative to create work opportunities</li> <li>• the concept of innovation</li> </ul>	<p><b>Entrepreneurial behaviours</b></p> <ul style="list-style-type: none"> <li>• the concept of initiative</li> <li>• benefits of using initiative in the workplace, including:               <ul style="list-style-type: none"> <li>• increased empowerment and recognition</li> <li>• increased efficiency</li> </ul> </li> <li>• the benefits of using initiative to create work opportunities</li> </ul>	<p><b>WALT (an understanding of):</b> Enterprise and the qualities of a successful employee.</p> <p><b>WILF (completion of):</b></p> <ul style="list-style-type: none"> <li>- differentiation between initiative and innovation</li> <li>- research of a successful entrepreneur and the qualities they possess</li> </ul>	



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		<ul style="list-style-type: none"> <li>• identify examples of innovation in business, including establishing new businesses</li> <li>• innovation, starting own businesses and creating new products</li> <li>• the concept of personal risk-taking in the workplace, such as, giving an opinion in a meeting</li> <li>• the value of taking appropriate personal risks in the workplace, such as, being recognised for contributions by superiors</li> </ul>	<ul style="list-style-type: none"> <li>• the concept of innovation</li> <li>• identify examples of innovation in business, including establishing new businesses</li> <li>• innovation, starting own businesses and creating new products</li> <li>• the concept of personal risk-taking in the workplace, such as, giving an opinion in a meeting</li> <li>• the value of taking appropriate personal risks in the workplace, such as, being recognised for contributions by superiors</li> </ul>		
2	6	<ul style="list-style-type: none"> <li>• the concept of learning styles</li> <li>• features of different learning styles</li> <li>• recognise own preferred learning style</li> <li>• enhancing ability to learn using own learning style</li> <li>• use personal values, likes and dislikes and strengths and weaknesses, to assist in making job choices</li> <li>• consider the range of individual career options linked to own personal profile</li> <li>• the concept that learning experiences can increase career development opportunities and success</li> </ul>	<p><b>Learning to learn</b></p> <ul style="list-style-type: none"> <li>• the concept of learning styles</li> <li>• features of different learning styles</li> <li>• recognise own preferred learning style</li> <li>• enhancing ability to learn using own learning style</li> <li>• use personal values, likes and dislikes and strengths and weaknesses, to assist in making job choices</li> </ul>	<p><b>WALT (an understanding of):</b> The various learning styles.</p> <p><b>WILF (completion of):</b></p> <ul style="list-style-type: none"> <li>- Learning styles quiz</li> <li>- Assessment 5</li> </ul>	<p><b>Task 5: Investigate different learning styles. (Week 1)</b></p>



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			<ul style="list-style-type: none"> <li>consider the range of individual career options linked to own personal profile</li> <li>the concept that learning experiences can increase career development opportunities and success</li> </ul>		
2	7	<ul style="list-style-type: none"> <li>the concept of learning styles</li> <li>features of different learning styles</li> <li>recognise own preferred learning style</li> <li>enhancing ability to learn using own learning style</li> <li>use personal values, likes and dislikes and strengths and weaknesses, to assist in making job choices</li> <li>consider the range of individual career options linked to own personal profile</li> <li>the concept that learning experiences can increase career development opportunities and success</li> </ul>	<p><b>Learning to learn</b></p> <ul style="list-style-type: none"> <li>the concept of learning styles</li> <li>features of different learning styles</li> <li>recognise own preferred learning style</li> <li>enhancing ability to learn using own learning style</li> <li>use personal values, likes and dislikes and strengths and weaknesses, to assist in making job choices</li> <li>consider the range of individual career options linked to own personal profile</li> <li>the concept that learning experiences can increase career development opportunities and success</li> </ul>	<p><b>WALT (an understanding of):</b>            The various learning styles and which careers they may be better suited to as a result.</p> <p><b>WILF (completion of):</b>            - Assessment 5</p>	<p><b>Task 5: Investigate different learning styles.</b></p>



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2	8	<b>EXAMS / WPL</b>			
2	9	<b>EXAMS / WPL</b>			
2	10	<p>BEGINNING OF SEMESTER 2- UNIT 2 HANDOUT ASSESSMENT OUTLINE FOR COURSE 2 AND DISCUSS FOCUS.</p> <ul style="list-style-type: none"> <li>the concept that personal and social networks can assist in gaining and keeping work</li> <li>identify own skills, attributes, interests and knowledge</li> <li>use self-reflection to make decisions of own suitability for a particular job, including consideration of:               <ul style="list-style-type: none"> <li>skills, attributes, interests and knowledge</li> <li>personal values</li> <li>likes and dislikes</li> <li>strengths and weaknesses</li> </ul> </li> </ul>	<p><b>Gaining and keeping work</b></p> <ul style="list-style-type: none"> <li>the concept that personal and social networks can assist in gaining and keeping work</li> <li>identify own skills, attributes, interests and knowledge</li> <li>use self-reflection to make decisions of own suitability for a particular job, including consideration of:               <ul style="list-style-type: none"> <li>skills, attributes, interests and knowledge</li> <li>personal values</li> <li>likes and dislikes</li> <li>strengths and weaknesses</li> </ul> </li> </ul>	<p><b>WALT (an understanding of):</b> Self awareness of the Skills, values, attributes, interest and knowledge and the link between self awareness and job satisfaction with a well-chosen career.</p> <p><b>WILF (completion of):</b></p> <ul style="list-style-type: none"> <li>Skills AUDIT</li> <li>My SAVI and jobs suited to my likes and dislikes poster</li> </ul>	



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2	11	<ul style="list-style-type: none"> <li>• methods of responding to a job opportunity, including:             <ul style="list-style-type: none"> <li>• online applications</li> <li>• written applications</li> <li>• verbal applications</li> </ul> </li> <li>• how to embed your skills in your job application</li> <li>• the need to connect and work with others in the workplace</li> </ul>	<p><b>Gaining and Keeping Work</b></p> <ul style="list-style-type: none"> <li>• methods of responding to a job opportunity, including:             <ul style="list-style-type: none"> <li>• online applications</li> <li>• written applications</li> <li>• verbal applications</li> </ul> </li> <li>• how to embed your skills in your job application</li> <li>• the need to connect and work with others in the workplace</li> </ul>	<p><b>WALT (an understanding of):</b> How to apply for job opportunities.</p> <p><b>WILF (completion of):</b> - Task 6</p>	<p><b>Task 6 – Investigating Jobs end of Week 11 (10%)</b></p>
3	1	<ul style="list-style-type: none"> <li>• strategies employers use to provide satisfying workplaces, including:             <ul style="list-style-type: none"> <li>• providing training and career progression for employees</li> <li>• providing a safe and healthy environment</li> <li>• providing employee benefits and incentives</li> </ul> </li> <li>• the concepts or career progression and career development</li> <li>• explore career progression within your preferred pathway</li> <li>• the need for an individual’s personal profile to align with their career direction</li> </ul> <p><b>MONDAY – Staff Development Day</b></p>	<p><b>Career Development and Management</b></p> <ul style="list-style-type: none"> <li>• strategies employers use to provide satisfying workplaces, including:             <ul style="list-style-type: none"> <li>• providing training and career progression for employees</li> <li>• providing a safe and healthy environment</li> <li>• providing employee benefits and incentives</li> </ul> </li> <li>• the concepts or career progression and career development</li> <li>• explore career progression within your preferred pathway</li> <li>• the need for an individual’s personal profile to align with their career direction</li> </ul>	<p><b>WALT (an understanding of):</b> Choosing a career that allows for career progression and growth that is matched to personal and profession growth.</p> <p><b>WILF (completion of):</b> - Task 7</p>	



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3	2	<ul style="list-style-type: none"> <li>● workplace changes that have consequences for entry-level jobs, including:             <ul style="list-style-type: none"> <li>● more team-based and collaborative work environments</li> <li>● increased need for social skills in a work environment</li> <li>● increased need for technological competence</li> <li>● reduced dependence on geographical location (for example, more mobile work environments, FIFO)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● workplace changes that have consequences for entry-level jobs, including:             <ul style="list-style-type: none"> <li>● more team-based and collaborative work environments</li> <li>● increased need for social skills in a work environment</li> <li>● increased need for technological competence</li> <li>● reduced dependence on geographical location (for example, more mobile work environments, FIFO)</li> </ul> </li> </ul>	<p><b>WALT (an understanding of):</b>            The requirements for an entry level job.</p> <p><b>WILF (completion of):</b>            - Task 7</p>	<p><b>Task 7: My Future work due end of Week 2 (10%)</b></p>



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3	3	<ul style="list-style-type: none"> <li>capabilities that are essential for an entry-level job, including:             <ul style="list-style-type: none"> <li>time management (for example, punctuality)</li> <li>interpersonal skills (such as positive attitude, empathy, tolerance,)</li> <li>personal attributes (such as honesty, reliability, loyalty, trustworthiness)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>capabilities that are essential for an entry-level job, including:             <ul style="list-style-type: none"> <li>time management (for example, punctuality)</li> <li>interpersonal skills (such as positive attitude, empathy, tolerance,)</li> <li>personal attributes (such as honesty, reliability, loyalty, trustworthiness)</li> </ul> </li> </ul>	<p><b>WALT (an understanding of):</b>            An understanding of the qualities and skills necessary for applying for entry level positions</p> <p><b>WILF (completion of):</b></p> <ul style="list-style-type: none"> <li>Research on Job Australia on the top advertised skills and attributes presented into a wordle.</li> </ul>	
3	4	<ul style="list-style-type: none"> <li>the importance of self-promotion in gaining and keeping work</li> <li>appropriate self-promotion techniques, including:             <ul style="list-style-type: none"> <li>developing a personal statement/profile</li> <li>building and maintaining a positive image</li> <li>promoting personal achievements</li> <li>creating and maintaining a positive online image/digital footprint</li> <li>using networks               <ul style="list-style-type: none"> <li>physical (social and professional)</li> </ul> </li> </ul> </li> <li>online (blogs and tweets)</li> </ul>	<p><b>Work Skills</b></p> <ul style="list-style-type: none"> <li>the importance of self-promotion in gaining and keeping work</li> <li>appropriate self-promotion techniques, including:             <ul style="list-style-type: none"> <li>developing a personal statement/profile</li> <li>building and maintaining a positive image</li> <li>promoting personal achievements</li> <li>creating and maintaining a positive online image/digital footprint</li> <li>using networks               <ul style="list-style-type: none"> <li>physical (social and professional)</li> </ul> </li> </ul> </li> <li>online (blogs and tweets)</li> </ul>	<p><b>WALT (an understanding of):</b>            Networking and how self-promotion helps to gain and keep work.</p> <p><b>WILF (completion of):</b>            Poster on self-motion</p>	



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3	5	<ul style="list-style-type: none"> <li>● features of employment contracts, including:             <ul style="list-style-type: none"> <li>● position</li> <li>● employment status</li> <li>● probationary period</li> <li>● relevant award</li> <li>● remuneration package</li> <li>● hours of work</li> </ul> </li> </ul>	<p><b>Gaining and Keeping Work</b></p> <ul style="list-style-type: none"> <li>● features of employment contracts, including:             <ul style="list-style-type: none"> <li>● position</li> <li>● employment status</li> <li>● probationary period</li> <li>● relevant award</li> <li>● remuneration package</li> <li>● hours of work</li> </ul> </li> </ul>	<p><b>WALT (an understanding of):</b> Employment contract</p> <p><b>WILF (completion of):</b></p> <ul style="list-style-type: none"> <li>- Fairwork Australia Employment contracts notes.</li> </ul>	
3	6	<ul style="list-style-type: none"> <li>● the importance of work health and safety (WHS) in the workplace</li> <li>● employers expectations of employees to work in a safe way, including completion of the WorkSafe SmartMove General module</li> <li>● considerations when communicating in the workplace, including variations in:             <ul style="list-style-type: none"> <li>● content</li> <li>● tone</li> <li>● vocabulary</li> <li>● audience</li> </ul> </li> </ul>	<p><b>Work skills</b></p> <ul style="list-style-type: none"> <li>● the importance of work health and safety (WHS) in the workplace</li> <li>● employers expectations of employees to work in a safe way, including completion of the WorkSafe SmartMove General module</li> <li>● considerations when communicating in the workplace, including variations in:             <ul style="list-style-type: none"> <li>● content</li> <li>● tone</li> <li>● vocabulary</li> <li>● audience</li> </ul> </li> </ul>	<p><b>WALT (an understanding of):</b> Of WHS standards and practices used to ensure a safe workplace</p> <p><b>WILF (completion of):</b></p> <ul style="list-style-type: none"> <li>- WorkSafe Smartmove Certificate</li> </ul>	





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3	7	<ul style="list-style-type: none"> <li>review and update of own individual pathway plan and resume</li> <li>create/review own career portfolio</li> </ul>	<p><b>Career Development and Management</b></p> <ul style="list-style-type: none"> <li>review and update of own individual pathway plan and resume</li> <li>create/review own career portfolio</li> </ul>	<p><b>WALT (an understanding of):</b> The components of a career portfolio and how to apply for a position.</p> <p><b>WILF (completion of):</b> - Task 8</p>	
3	8	<ul style="list-style-type: none"> <li>review and update of own individual pathway plan and resume</li> <li>create/review own career portfolio</li> </ul>	<p><b>Career Development and Management</b></p> <ul style="list-style-type: none"> <li>review and update of own individual pathway plan and resume</li> <li>create/review own career portfolio</li> </ul>	<p><b>WALT (an understanding of):</b> The components of a career portfolio and how to apply for a position.</p> <p><b>WILF (completion of):</b> Task 8</p>	<p><b>Task 8: Career Portfolio</b>  <b>Due end of Week 8 (10%)</b></p>
3	9	<ul style="list-style-type: none"> <li>types of job interviews, including:               <ul style="list-style-type: none"> <li>telephone</li> <li>panel</li> <li>individual</li> <li>group</li> </ul> </li> <li>techniques for addressing selection criteria and interview questions, such as:               <ul style="list-style-type: none"> <li>SAO (situation, action, outcome)</li> <li>STAR (situation, task, action, result)</li> </ul> </li> </ul>	<p><b>Gaining and Keeping Work</b></p> <ul style="list-style-type: none"> <li>types of job interviews, including:               <ul style="list-style-type: none"> <li>telephone</li> <li>panel</li> <li>individual</li> <li>group</li> </ul> </li> <li>techniques for addressing selection criteria and interview questions, such as:               <ul style="list-style-type: none"> <li>SAO (situation, action, outcome)</li> <li>STAR (situation, task, action, result)</li> </ul> </li> </ul>	<p><b>WALT (an understanding of):</b> How to conduct yourself in an interview</p> <p><b>WILF (completion of):</b> - Preparation for Interview TASK 9</p>	



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3	10	<ul style="list-style-type: none"> <li>strategies to enable appropriate and effective communication in a specific work environment, including:             <ul style="list-style-type: none"> <li>speaking clearly and directly</li> <li>using language appropriate to the situation and the specific job</li> </ul> </li> <li>ways of demonstrating responsibility for own personal learning, including:             <ul style="list-style-type: none"> <li>ensuring skills and knowledge are up to date</li> <li>identifying future knowledge requirements in order to stay competitive</li> <li>engaging in formal and informal learning experiences</li> </ul> </li> </ul>	<p><b>Work Skills</b></p> <p><b>Learning to learn</b></p> <ul style="list-style-type: none"> <li>strategies to enable appropriate and effective communication in a specific work environment, including:             <ul style="list-style-type: none"> <li>speaking clearly and directly</li> <li>using language appropriate to the situation and the specific job</li> </ul> </li> <li>ways of demonstrating responsibility for own personal learning, including:             <ul style="list-style-type: none"> <li>ensuring skills and knowledge are up to date</li> <li>identifying future knowledge requirements in order to stay competitive</li> <li>engaging in formal and informal learning experiences</li> </ul> </li> </ul>	<p><b>WALT (an understanding of):</b> How to conduct yourself in an interview</p> <p><b>WILF (completion of):</b></p> <ul style="list-style-type: none"> <li>Preparation for Interview TASK 9</li> </ul>	<p><b>Task 9: Mock job interview week 10 (10%)</b></p>
4	1	<ul style="list-style-type: none"> <li>the purpose and content of the National Employment Standards</li> </ul>	<p><b>The nature of work</b></p> <ul style="list-style-type: none"> <li>the purpose and content of the National Employment Standards</li> </ul>	<p><b>WALT (an understanding of):</b> The National employment standards</p> <p><b>WILF (completion of):</b></p> <ul style="list-style-type: none"> <li>Table of 10 the National Employments Standards using Fairwork Australia</li> </ul>	



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4	2	<ul style="list-style-type: none"> <li>the concept of globalisation</li> <li>the impact of global trends on the workforce, including:               <ul style="list-style-type: none"> <li>social</li> <li>cultural</li> <li>technological</li> </ul> </li> </ul>	<b>Career development and Management</b> <ul style="list-style-type: none"> <li>the concept of globalisation</li> <li>the impact of global trends on the workforce, including:               <ul style="list-style-type: none"> <li>social</li> <li>cultural</li> <li>technological</li> </ul> </li> </ul>	<b>WALT (an understanding of):</b> Global trends and the impact it will have on their career development  <b>WILF (completion of):</b> <ul style="list-style-type: none"> <li>Notes on global workplace trends.</li> </ul>	
4	3	<ul style="list-style-type: none"> <li>the impact of global trends on the workforce, including:               <ul style="list-style-type: none"> <li>social</li> <li>cultural</li> <li>technological</li> </ul> </li> <li></li> </ul>	<b>Career Development and Management</b> <ul style="list-style-type: none"> <li>the impact of global trends on the workforce, including:               <ul style="list-style-type: none"> <li>social</li> <li>cultural</li> <li>technological</li> </ul> </li> </ul>	<b>WALT (an understanding of):</b> Global trends and the impact it will have on their career development  <b>WILF (completion of):</b> <ul style="list-style-type: none"> <li>Practice test questions</li> </ul>	<b>Task 9: CAREER AND ENTERPRISE Test (Week 3)</b>
4	4	<ul style="list-style-type: none"> <li>the concept of work/life balance</li> </ul>	<b>Career Development and Management</b> <ul style="list-style-type: none"> <li>the concept of work/life balance</li> </ul>	<b>WALT (an understanding of):</b> Of work life balance through life and the importance of maintaining healthy work life balance.  <b>WILF (completion of):</b> <ul style="list-style-type: none"> <li>Notes on work life balance and how to cope with workload</li> </ul>	



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4	5	FRIDAY - PUPIL FREE DAY <ul style="list-style-type: none"><li>the concept of work/life balance</li></ul>	<b>Career Development and Management</b> <ul style="list-style-type: none"><li>the concept of work/life balance</li></ul>	<b>WALT (an understanding of):</b> Of work life balance through life and the importance of maintaining healthy work life balance.  <b>WILF (completion of):</b> <ul style="list-style-type: none"><li>Infographic on work life balance.</li></ul>	
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