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	What is a career? Differentiate between Career development and Management – Worksheet Career Life cycle Career Pathways – Two Years on ClickView. Concept of self-understanding Concept of personal attributes Concept of self-marketing – elevator pitch & Self marketing example. Interrelationship between self-understanding, personal attributes and self-marketing Self-Management Strategies - Self-reflection - Goal setting - Time management	**Career development and management** • the concept of a career • the use of self-management strategies, including: ♣ self-reflection ♣ goal setting ♣ time management • the concept of self-understanding • the concept of personal attributes • the concept of self-marketing •relationship between self-understanding, personal attributes and self-marketing	**WALT (An Understanding of):** Students will have an understanding of career development and management. **WILF (The Completion of):** Career more than just a job Homework How is your study going homework	
1	2	Develop/ Refine Individual Pathway Plan (IPP) and E Portfolio **TASK 1 IPP** **Transferable skills** **SAVI** **Skills Audits** **Strengths and Weaknesses** **Components of an IPP**	**CAREER DEVELOPMENT & MANAGEMENT** • develop/refine own electronic individual pathway plan (IPP)	**WALT (An Understanding of):** An understanding of the key elements of an electronic IPP **WILF (The Completion of):** Completion of class activities and notes	

				SAVI& Skills and attributes Homework	
1	3-4	Career Management Skills Why Australians change careers worksheet Strategies to manage change in personal employment circumstances • Upskilling • Retraining • IPP analysis Make personal career decisions using Decision Making Tools • Cost benefit analysis • Six thinking hats • Paired comparison Work Life Balance defined Wheel of life • How it changes over a lifespan, • How to manage own career and work life balance • The Changing nature of work-life balance over a life span	**CAREER DEVELOPMENT & MANAGEMENT** • make personal career decisions using decision-making tools, such as: ♣ cost/benefit analysis ♣ six thinking hats ♣ paired comparison • the concept of work/life balance • the changing nature of work/life balance over a lifespan • the importance of managing own career and work/life balance	**WALT (An Understanding of):** Of Work life balance and decision making tools. **WILF (The Completion of):** Completion of class activities and notes Task 1 & 2 Homework (Career Management and work life balance)	Task -1 Develop and complete a personal Individual Pathway Plan. (*5%*) Task 2 - Career Development 10%

		• The importance of managing own career and work life balance. Tips for better Work life balance Flexible work arrangements Flexibility leading to unpaid work Worksheet Worklife balance examintion practice			
1	5-6	Define Career Development The life and career development stages of Super's Lifespan (Developmental) Theory (1957) • Growth, • Exploration, • Establishment, • Maintenance, • Decline The main features of planned happenstance, based on Mitchell (2003) including: • Clarify ideas, • Remove the blocks, • Expect the unexpected, • Take action. The comparison of tradition and contemporary career development theories, such as: • Super's Lifespan (Developmental) Theory (1957) • Krumboltz Happenstance Theory (2008)	**CAREER DEVELOPMENT & MANAGEMENT** the life and career development stages of Super's Lifespan (Developmental) Theory (1957) ♣ growth ♣ exploration ♣ establishment ♣ maintenance ♣ decline • the main features of planned happenstance, based on Mitchell (2003), including: ♣ clarify ideas ♣ remove the blocks ♣ expect the unexpected ♣ take action • the comparison of traditional and contemporary career development theories, such as:	**WALT (An Understanding of):** Of Traditional and contemporary career development theories. **WILF (The Completion of):** Completion of class activities and notes Task 3	**Task 3:** Traditional and contemporary career development theories investigation (10%)

		Monday – Labour Day Public Holiday* Week 5	♣ Super's Lifespan (Developmental) Theory (1957) ♣ Krumboltz' Happenstance Theory (2008)		
1	7-9	The features of workplace Organisational structures: • Functional • Geographical The role of efficiency, productivity and sustainability in assisting businesses to become more globally competitive Effective Resource Management • Human: recruiting, training, salary, re-deploying • Physical: buildings, grounds, equipment • Financial: budgeting, forward planning • Technological: production techniques, customised software, communication • Information: The legal and ethical management in a workplace **PTO Tuesday*Week 8* **PTO Wednesday* Week 9*	**NATURE OF WORK** the role of efficiency, productivity and sustainability in assisting businesses to become more globally competitive • the concept of the legal and ethical management of information within a workplace • effective resource management, including: ♣ human (such as, recruiting, training, salary, re-deploying) ♣ financial (such as, budgeting, forward planning) ♣ physical (such as, buildings, grounds, equipment) ♣ technological (such as, communication, production techniques, customised software)	**WALT (An Understanding of):** Of how organisations manage resources. **WILF (The Completion of):** Completion of class activities and notes Task 4	Task 4- Resource Management

			• features of each of the following workplace organisational structures:
			   ♣ functional
			   ♣ geographic
			the concept of the legal and ethical management of information within a workplace
			
			Entrepreneurial behaviours
			• the need to adapt individual and business practices to work efficiently in a digital workplace		

2	1-2	Change in the workplace can be influenced by changes in the following factors:
		  • Social changes (ageing population, gender roles, consumer preferences)
		  • Technological changes (new software, new operating systems)
		  • Global and domestic economic changes (exchange rates, recession, interest rates, booms)
		  • Political/Legal changes (legislative workplace reforms, government initiatives, changes in government)
		  • Change Factors link to change in the workplace
			Nature of Work:
			• change in the workplace can be influenced by changes in the following factors:
			  ▪ social changes (such as, ageing population, gender roles, consumer preferences)
			  ▪ technological changes (such as, new software, new operating systems)
			  ▪ global and domestic economic changes (such as, recessions, booms)
				WALT (An Understanding of):
				Of Changes in the workplace.
				
				WILF (The Completion of):
				Completion of class activities and notes	

		The impact of Information Communication Technologies (ICT) on the operational practices of workplaces, including
		• Use of social networking
		• Mobile technologies
		• High speed internet
			▪ political/legal changes (such as, government initiatives, changes in government, legislative workplace reforms)
			• the impact of information communication technologies (ICT) on the operational practices of workplaces, including:
			  ▪ use of social networking
			  ▪ mobile technologies
			  ▪ high speed internet
			▪ The challenges and opportunities created by globalisation for individuals and organisations.
			▪ The need to adapt individual and business practices to work efficiently in a digital workplace.	

| 2 | 3 -4 | *PTO Tuesday*
The factors that drive Organisational restructuring:
• Legal factors
• Environmental factors
• Economic factors
• Technology
The impact organisation restructuring has on
• Employees
• Workplace culture
• Industries

The concept of Change Management in the workplace.

The impact of Organisational restructuring on the human, physical and financial resources of a business.

The concept of a culture of continuous improvement and the contribution to the improvement to competitiveness of a nosiness in a global market. | **NATURE OF WORK**
• the factors that drive organisational restructuring, including:
♣ legal factors
♣ environmental factors
♣ economic factors
♣ technology
• the impact of organisational restructuring on:
♣ employees
♣ workplace culture
♣ industries
The Impact of oragisational restructuring on the human, physical and financial resources of a business.

the concept of change management in the workplace

Entrepreneurial Behaviours
• the concept of a culture of continuous improvement
• the contribution of a culture of continuous improvement to competitiveness of a business in the global marketplace | **WALT (An Understanding of):**
Of organisational restructuring.

WILF (The Completion of):
Completion of class activities and notes
Task 5 | Task 5- globalisation extended response |

			• the impact of Organisational restructuring on the human, physical and financial resources of a business	
	5	Revision		
	6-7	Task 6 - EXAMS		

2	8	Lesson 1 – ANZAC DAY Public Holiday The need to adapt individual and business practices to work efficiently in a digital workplace Opportunities for individual career development that can be created by changes in the workplace	**Work Skills** The need to accept diversity in the workplace; • Generational differences • Ethnic and cultural links. Strategies for working in a diverse workplace: • Attending cultural awareness training • Using appropriate communication techniques • Awareness of equal opportunity legislation The importance of Research and Product Development in assisting businesses to remain competitive in a global economy.	**WALT (An Understanding of):** An understanding of global businesses. **WILF (The Completion of):** Completion of class activities and notes	
2	9	The concept of a culture of continuous improvement – individual and organisation The contribution of a culture of continuous improvement to competitiveness of a business in the global market place **WORK SKILLS** Methods of monitoring and improving workplace performance including: • Self-assessment • Quality Control • Performance Management Processes used in performance management	**ENTREPRENEURIAL BEHAVIOURS** • methods of monitoring and improving workplace performance, including: ♣ self-assessment ♣ performance management ♣ quality control • processes used in performance management, including: ♣ use of rating scales ♣ use of management by objectives	**WALT (An Understanding of):** Of Performance Management **WILF (The Completion of):** Completion of class activities and notes	

		• Use of Management By Objectives • Use of 360 degree feedback • Use of Rating Scales	♣ use of 360 degree feedback		
2	7	The need to accept diversity in the workplace; • Generational differences • Ethnic and cultural links. Strategies for working in a diverse workplace: • Attending cultural awareness training • Using appropriate communication techniques • Awareness of equal opportunity legislation The importance of Research and Product Development in assisting businesses to remain competitive in a global economy.	**Work skills:** • the need to accept diversity in the workplace, such as: ▪ ethnic and cultural links ▪ generational differences • strategies for working in a diverse workplace, including: ▪ attending cultural awareness training ▪ using appropriate communication techniques ▪ awareness of equal opportunity legislation	**WALT (An Understanding of):** Of diversity in the workplace and. **WILF (The Completion of):** Completion of class activities and notes Task 7	Task 7 Extended Response-Diversity & Organisational Restructuring.

2	8	- Pupil Free Day
		Features of each of the following Management Styles
		• Autocratic
		• Bureaucratic
		• Democratic / Participative
		• Laissez – faire
		The impact of management styles on workplace satisfaction
		The impact of management styles on workplace and individual efficiency, workplace productivity and sustainability
			NATURE OF WORK
			• the features of each of the following management styles:
			  ▪ autocratic
			  ▪ bureaucratic
			  ▪ democratic/participative
			  ▪ laissez-faire
			• the impact of management styles on workplace satisfaction
			• the impact of management styles on workplace and individual efficiency, workplace productivity and sustainability
				WALT (An Understanding of):
				The various management styles and the implication for individuals and organisations.
				
				WILF (The Completion of):
				Completion of class activities and notes
				Task 8
					Task 8- Management Styles Investigation

2	9-10	Social Justice, Financial, Cultural and Ethical issues of global businesses, including:
		• Fair Trade
		• Environmental compliance
		• Unethical work practices such as:
		  o sweatshops,
		  o child labour,
		  o forced labour
		The challenges and opportunities created by globalisation for individuals and organisations
		The need for Internationally recognised manufacturing Standards
			the need for internationally recognised manufacturing standards
			
			The Nature of Work:
			social justice, financial, cultural and ethical issues of global businesses, including:
			fair trade
			♣ environmental compliance
			♣ unethical work practices, such as:
			  o sweatshops
			  o child labour
			  o forced labour
				WALT (An Understanding of):
				Social Justice, Financial, cultural and ethical issues of global businesses.
				
				WILF (The Completion of):
				Completion of class activities and notes	

2	11	**NATURE OF WORK** The concept of Corporate Social Responsibility (CSR) in a workplace The impact of CSR for: • Organisations • Community • Employee **TASK 10 CSR**	• the concept of corporate social responsibility (CSR) in a workplace • the impact of CSR for: ♣ organisations ♣ community ♣ employee	**WALT (An Understanding of):** Corporate Social Responsibility **WILF (The Completion of):** Completion of class activities and notes Task 9	
3	1	Lesson 1 – Staff Development Day **NATURE OF WORK** The concept of Corporate Social Responsibility (CSR) in a workplace The impact of CSR for: • Organisations • Community • Employee **TASK 10 CSR**		**WALT (An Understanding of):** Corporate Social Responsibility **WILF (The Completion of):** Completion of class activities and notes Task 9	**Task 9:** Corporate social responsibility – Prepare and deliver a presentation on corporate social responsibility.
3	2	**RIGHTS AND RESPONSIBILITIES** The legal requirements for employers and employees in the workplace	The nature of work • the legal requirements for employers and employees in the workplace	**WALT (An Understanding of):** Of the legal requirements for employers and employees in the workplace. **WILF (The Completion of):** Class notes and class activities.	

| 3 | 3 | **LEARNING TO LEARN**

Learning to Learning Worksheet
The importance of continual personal and professional learning in the management of long term career development:
The concept of continual personal learning with examples such as:
• Community involvement
• Public speaking courses
• Travel
The concept of continual professional learning, with examples, such as:
• Online courses
• Training courses
• Employer initiatives
• Graduate programs
Explore future learning options for own personal and professional development
Workplace Mentoring: Benefits for mentor and mentee
Mentoring worksheet | Learning to learn
• the concept of continual personal learning, with examples, such as:
♣ community involvement
♣ public speaking courses
♣ travel
• the concept of continual professional learning, with examples, such as:
♣ online courses
♣ training courses
♣ employer initiatives
♣ graduate programs
• the importance of continual personal and professional learning in the management of long-term career development
• explore future learning options for own personal and professional development
• the benefits of workplace mentoring for both the mentor and mentee | **WALT (An Understanding of):**
Of continual personal and professional learning in career development and management.

WILF (The Completion of):
Class activities
Task 10 | Task 10- Learning to Learn (6%) |

3	4-5	**GAINING AND KEEPING WORK** The importance of each of the stages of gaining a job, including: • Locating job opportunities o Open job market o Hidden job market • Applying for a job • Attending an interview Considerations for managing change in career development including: • How to change jobs • Dealing with unemployment • Negotiation skills Investigate predicted global trends in employment • Increase in working virtually • Decrease in job security • Impact on career planning The possible impact of predicted global trends on individual career planning Factors to consider when working overseas including: • Cultural differences • Conditions of employment	**Gaining and keeping work** • the importance of each of the stages of gaining a job, including: ▪ locating job opportunities o open job market o hidden job market ▪ applying for a job ▪ attending an interview • opportunities for individual career development that can be created by changes in the workplace • investigate predicted global trends in employment, including: ▪ decrease in job security ▪ increase in working virtually • the possible impact of predicted global trends on individual career planning • the possible impact of an organisation's structure on an individual's career development	**WALT (An Understanding of):** Of how to gain employment and how to deal with job insecurity. **WILF (The Completion of):** Chapter Notes Task 11 Class activities	Task 11 - Gaining employment youth informative seminar (5%)

| | | | **Career Development and Management**
• considerations for managing change in career development, including:
♣ how to change jobs
♣ dealing with unemployment
♣ negotiation skills

strategies used to manage changes in personal employment circumstances, including:
♣ up-skilling/retraining
♣ individual pathway plan (IPP) analysis

Work skills
• the need to accept diversity in the workplace, such as:
   ♣ ethnic and cultural links
   ♣ generational differences
• strategies for working in a diverse workplace, including:
   ♣ attending cultural awareness training
   ♣ using appropriate communication techniques | | |

			♣ awareness of equal opportunity legislation		
3	6-7	**CAREER DEVELOPMENT AND MANAGEMENT** Refine own electronic IPP Refine own electronic Career Portfolio **TASK 11. UPDATE IPP & E PORTFOLIO**	refine own electronic career portfolio	**WALT (An Understanding of):** An understanding of the components of the components of a career portfolio and an e-portfolio **WILF (The Completion of):** Completion of class activities and Task 12.	Task 12- E-portfolio & Conducting an interview (*5%*)
3	8	REVISION			

3	9	Task 11 - EXAMS Start Wednesday
3	10	EXAMS
4	1-2	Exam review, revision and assess any areas of improvement.