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COURSE OUTLINE

CAREER AND ENTREPRISE – GENERAL YEAR 12: 2021

UNIT 3 AND UNIT 4

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 | <ul style="list-style-type: none"> introduce course and syllabus documents viewing activity on SMART goals Create individual smart goal develop and timetable to manage commitments Development of personalised Individual Pathway Plans <p><i>Monday Pupil Free Day</i></p> | <p>Learning to Learn: self-management strategies to enhance personal change and growth, including:</p> <ul style="list-style-type: none"> self-reflection construction of SMART (specific, measurable, achievable, realistic, time based) goals interacting with others through teamwork and networking <p>Career Development and Management:</p> <ul style="list-style-type: none"> develop/refine own electronic individual pathway plan (IPP) 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 maintain balanced life and work roles <ul style="list-style-type: none"> develops a personal, school and work timetable to manage all commitments | <p>WALT Understanding of SMART goals and how to manage commitments.</p> <p>WILF: (Completion of)</p> <ul style="list-style-type: none"> a SMART goal tailored to individual students and their Individual Pathway Plan. | |



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| 1 | 2 | <ul style="list-style-type: none"> • Introduction of Life-long learning • Categorisation of personal and professional learning opportunities • Why is life-long learning important in career development • Link learning experiences to skills audit and identified areas of development. • Hollands Career Code Quiz- link to a career they would like to pursue and the learning opportunities • Skills Audit review SAVI • Research professional learning opportunities for their career of choice • Training opportunities available as a result of Covid- 19 • Identifying types of unexpected events | <p>Learning to Learn</p> <ul style="list-style-type: none"> • identify personal and professional learning opportunities and understand their link to career development • the value of participating in lifelong learning designed to support career goals <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 • the need to undertake personal and professional development opportunities to maintain up-to-date skills and knowledge <p>Entrepreneurial Behaviours</p> <ul style="list-style-type: none"> • remaining employable in constantly changing workplaces, including: <ul style="list-style-type: none"> • undertaking training and up-skilling <p>Career development and management</p> <ul style="list-style-type: none"> • strategies that give an individual an advantage in the workplace, including: <ul style="list-style-type: none"> ▪ taking advantage of work opportunities ▪ undertaking training ▪ seeking learning opportunities • strategies to build and maintain a positive self-concept for career development, including: <ul style="list-style-type: none"> • targeting job searching to match own personal profile • identify personal and professional skills and attributes, and understand their | <p>WALT: An understanding of lifelong learning</p> <p>WILF: (Completion of)</p> <ul style="list-style-type: none"> • Hollands Career Code Quiz • Skills Audit • Personal research on types of learning opportunities for chosen career pathway. | <p>Assessment Task 1: IPP & SMART Goals Due (10%)</p> |
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| 1 | 3-4 | <ul style="list-style-type: none"> Identify types of unexpected events that arise in a workplace Identification of work-related problems pages 203-209 Development of strategies to solve problems Use of Matrix on problems solving SWOT Analysis on Pages 210 | <p>Work Skills</p> <ul style="list-style-type: none"> strategies to deal with unexpected events in a workplace strategies to build and maintain a positive self-concept for career development, including: <ul style="list-style-type: none"> targeting job searching to match own personal profile identify personal and professional skills and attributes, and understand their 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 <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) creating an action plan to execute the solution | <p>WALT: An understanding of unexpected events and the ability to select and implement strategies to help deal with various unexpected events.</p> <p>WILF (Completion of)</p> <ul style="list-style-type: none"> List of types of unexpected events Notes on the various types the problems solving strategies/ tools Detailed SWOT analysis on an unexpected event | <p>Task 2: Unexpected Events Response Due (5%)</p> |
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| 1 | 5-6 | <ul style="list-style-type: none"> Differentiate between workload and work life balance Time management and achieving tasks in set timeframes work life balance page 314-317 Understanding and the drawing of individuals Wheel of Life The importance of achieving work life balance Identifying Australia’s work patterns and how they have changed over time. Comparisons of Japans, Australia’s and Netherlands work life balance statistics and factors that can influence work life balance. <p>Labour Day Public Holiday Monday</p> | <p>Work Skills</p> <ul style="list-style-type: none"> the steps in planning and organising workload and work/life balance, including: <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 <p>The Nature of Work</p> <ul style="list-style-type: none"> the concept of work/life balance | <p>WALT: An understanding of both workload and work life balance and how to manage your work life balance and time management skills</p> <p>WILF (Completion of)</p> <ul style="list-style-type: none"> Defining Work load, work life balance, work patterns and time management. Report on Work life Balance. | <p>End of Week 6 - Assessment Task 3- Work Life Balance Report (15%)</p> |
| 1 | 7 | <ul style="list-style-type: none"> Review of Employee Entitlements and the responsibility of employees and employers Australia’s pay and superannuation entitlements Fair work National Employment Standards pages 68-79. | <p>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>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>WALT: An understanding of the rights and responsibilities of employees and employers.</p> <p>WILF (Completion of)</p> <ul style="list-style-type: none"> Completion of a table categorising and explaining the national | |



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| | | | <p>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 | employment standards | |
| 1 | 8-9 | <ul style="list-style-type: none"> • Define labour market research • Research labour market research on individuals chosen career pathway plan and develop an understanding of employments opportunities. • Review types of employment and Define self-employment and link labour market research, specifically Covid-19 business opportunities that have arisen in response to employment opportunities. • Go fund me business development • How self-branding, types of e-commerce, social media and linked in can help develop employment opportunities. <p><i>(PTO Tuesday week 8 & Wednesday week 9)</i></p> <p><i>Labour Day Public Holiday and Good Friday</i></p> | <ul style="list-style-type: none"> • considering labour market information to identify employment opportunities, including: <ul style="list-style-type: none"> • self-employment opportunities • business and product development considering labour market information to identify employment opportunities, including: <ul style="list-style-type: none"> • self-employment opportunities • business and product development <p>Career Development & Management</p> <ul style="list-style-type: none"> • how social media can be used as a career development tool • using of technology to help expand networks | <p>WALT:</p> <p>WILF (Completion of)</p> | <p>Assessment Task 3- Labour Market response (5%) End of Week 9</p> |

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| 2 | 1 | <ul style="list-style-type: none"> Developing international link with use of e-networks Identifying consumer gaps Communicating in the workforce and health and safety legislation and employee responsibilities for the safe use of ICT. <p>Monday Pupil Free Day</p> | <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>The nature of work</p> <ul style="list-style-type: none"> 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 | <p>WALT: An understanding of international business development and how to develop possible employment opportunities.</p> <p>WILF (Completion of):</p> <ul style="list-style-type: none"> notes on identifying consumer Identifies and uses various ways to communicate with the use of workplace formats. | |
| 2 | 2 | <ul style="list-style-type: none"> Identification of resources utilised in workplaces Differentiate between efficiency and productivity Examine factors that create effective workplace and how resources are to effectively manage resources Review the relationship between how human resources are managed and the development of workplace culture and job satisfaction. <p>Monday Public Holiday</p> | <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 health and safety workplace legislation equal employment opportunity workplace legislation quality assurance standards the relationship between individual efficiency and work satisfaction | <p>WALT: An understanding of how the workplaces create effective a sustainable practice.</p> <p>WILF (Completion of)</p> <ul style="list-style-type: none"> Creating Effective Workplaces Assessment Task. | <p>Assessment Task 4- Creating Effective Workplaces Due Part A (5%) Part B (10%)</p> |

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| 2 | 3-5 | <ul style="list-style-type: none"> • Revision for ESTS • Development of a timetable and study program for the EST. • Examine the types of organisational structures • Differentiate between organisational restructuring and workplace reform. • Research Qantas and FairFax and analyse the process of their organisational restructuring on a business level and on an individual's career development. | <ul style="list-style-type: none"> • features of each of the following workplace organisational structures: <ul style="list-style-type: none"> ▪ hierarchical ▪ flat • the concepts of organisational restructuring and workplace reform • the impact of organisational restructuring on individual career developments | <p>WALT: An understanding of the different organisational structures and why and how organisations restructure and the potential impacts this may have on individuals career development.</p> <p>WILF (Completion of)</p> <ul style="list-style-type: none"> • analysis of FairFax and Qantas organisational restructuring and their employees. | <p>ESTS (End Friday Week 5)</p> |
| 2 | 6 | <ul style="list-style-type: none"> • Define performance management • Review the different methods and processes of performance management. • Positives and negatives of performance management • Conduct a self-assessment performance management of personal EST performance and suggest areas of growth or improvement that could be linked to your SMART goals and Individual Pathway Plan. | <p>The Nature of Work</p> <ul style="list-style-type: none"> • the use of performance management as a tool to improve individual efficiency and workplace productivity • the interrelationships between individual efficiency, workplace productivity and sustainability | <p>WALT: An understanding of the purpose of performance management and how it is linked to individual efficiency and workplace productivity</p> <p>WILF (Completion of)</p> <ul style="list-style-type: none"> • Self-assessment of your performance | |



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| | | | | during your ESTs. | |
| 2 | 7 | <ul style="list-style-type: none"> • Defining enterprise and types of enterprising behaviour. • Identification of possible career decisions • Identification of personal Skills, Values and attributes that assist you in taking personal risks. • SWOT analysis examining relocating, accepting less pay, taking a gap year and undergoing re-training, | <p>Entrepreneurial behaviours</p> <ul style="list-style-type: none"> • taking personal risks when making career decisions, including: <ul style="list-style-type: none"> ▪ relocating ▪ accepting less pay ▪ taking a gap year ▪ undergoing re-training | <p>WALT: An understanding of personal risks when making career decisions.</p> <p>WILF (Completion of)</p> <ul style="list-style-type: none"> • SWOT analysis career decisions and modification of Individual Pathway Plan to include possible career decisions. | |



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| 2 | 8 | <ul style="list-style-type: none"> Define economic, social, cultural and technological change, Work patterns, work settings, ecommerce and telecommunications. evaluate how the this impacts on current work patterns and settings. Review global trends and how these impact organisations and individuals career development and management. Look at Covid 19s impact on unemployment and the use of technology in training and the workforce, Review Labour market information and how this impacts career development and organisations. <p>Monday Pupil Free Day</p> | <p>Career Development and Management</p> <ul style="list-style-type: none"> the impact of social, cultural and technological change on current work patterns and work settings the impact of economic, social and technological change on individual career development the influence of global trends on changing workplace requirements, including: <ul style="list-style-type: none"> possible increased travel requirements increased need for technology for video or teleconferencing more cultural diversity in work environments the impact of global trends on individual career development, including: <ul style="list-style-type: none"> ageing workforce a more mobile population changing work roles of family members 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>WALT: An understanding of factors that can affect organisations and individuals career development.</p> <p>WILF (Completion of)</p> <ul style="list-style-type: none"> table with relevant examples of how economic, social, cultural and technological change impact organisations and individuals. | |
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| 2 | 9- 10 | <ul style="list-style-type: none"> Review results from previous hollands career quiz, review which jobs are suited to your personality type. Look at key features of Hollands theory of Career Choice. | <p>Gaining and keeping work</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 the features of the personality types outlined in Holland’s Theory of Career Choice (1985) and how they relate to career choice determine own personality type and preferred work environment using the personality types and work environments outlined in Holland’s Theory of Career Choice (1985) | <p>WALT: An understanding of Holland’s Theory of Career Choice.</p> <p>WILF (Completion of)</p> <ul style="list-style-type: none"> Assessment task 7 on Hollands Theory of Career Choice | <p>Assessment Task 7- Hollands Theory of Career Choice Investigation Due (15%)</p> |
| 2 | 11 | <ul style="list-style-type: none"> Research Australia’s top organisations for diversity. https://www.themartec.com/insideloook/companies-do-diversity-right Examining workplace diversity through viewing Parks and Recreation Cultural expectations and Cross-cultural communication Equal opportunities, affirmative action and discrimination complaints | <p>Work skills</p> <ul style="list-style-type: none"> the need to recognise diversity within a workplace, including: <ul style="list-style-type: none"> ages ethnicity physical ability the need to adjust to diversity within a workplace | <p>WALT: Have an understanding of diversity in the workplace with a link to employed</p> <p>WILF (Completion of)</p> | |
| 3 | 1 | <ul style="list-style-type: none"> categorisation of types of communications styles (Assertiveness, Passive aggressive and aggressive) Characteristics of effective communication How to alter communication to show respects for differences in the workplace | <p>Work skills</p> <ul style="list-style-type: none"> adapt communication skills to show respect for differences within the workplace, including: <ul style="list-style-type: none"> values beliefs cultural expectations | <p>WALT: An understanding of how to communicate respectfully.</p> <p>WILF (Completion of)</p> <ul style="list-style-type: none"> Notes on communication styles | |



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| | | Monday Pupil Free Day | | <ul style="list-style-type: none">• Role plays on effective communication | |
| 3 | 2-4 | <ul style="list-style-type: none">• Defining and Identification of types of conflict• Examination of strategies for resolving conflict (both informal and formal)• Review of problem-solving strategies that help make informed decisions during conflict resolution• Application of the rights and responsibilities of employees and employers to conflict in the workplace and resolving problems• Viewing activity of the Devil Wears Prada | <ul style="list-style-type: none">• 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▪ formal processes, such as, arbitration processes, industrial tribunal hearings and trade union intervention▪ | <p>WALT: An understanding of the different types of conflict in the workplace and the processes and strategies that should be used to resolve conflict in the workplace.</p> <p>WILF (Completion of)</p> <ul style="list-style-type: none">• Conflict Resolution Assessment Task | |

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| 3 | 5 | <ul style="list-style-type: none"> Workplace Occupation Health and Safety and Australia's OHS National Safety Standards Application of the SAM method of WHS Worksafe SmartMove Certificates | <p>The Nature of Work</p> <ul style="list-style-type: none"> 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 SmartMove industry-specific module health and safety workplace legislation | <p>WALT: An understanding of WHS and how to minimise risks in the workplace.</p> <p>WILF (Completion of)</p> <ul style="list-style-type: none"> Worksafe Smartmove Certificate | <p>Assessment Task 8 Conflict Resolution Due (10%)</p> |
| 3 | 6-7 | <ul style="list-style-type: none"> Where to find job opportunities Components of job advertisements and how to interpret them Writing of job applications, application letters and resumes Reviewing how to present career portfolios, hard copy and electronically. Using SAO and STAR method in application letters and answering interview questions. | <p>Gaining and keeping work</p> <ul style="list-style-type: none"> location of job opportunities, including: <ul style="list-style-type: none"> newspapers websites social and professional networking professional associations interpret requirements in a job advertisement, including: <ul style="list-style-type: none"> job description job location qualifications required selection criteria 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 | <p>WALT:</p> <p>WILF (Completion of)</p> | |



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| | | | <p>Career development and management</p> <ul style="list-style-type: none"> ▪ refine own electronic career portfolio ▪ formats for job applications ▪ formats for cover letters | | |
| 3 | 8 | <ul style="list-style-type: none"> • Evaluation of the types of networks • Cold canvassing and cold calling • Creation of a networks chart for students to identify their current network opportunities. • Contemporary networking and employment opportunities with YouTube and social media • How to promote yourself with a positive self-image | <p>Career Development & Management</p> <ul style="list-style-type: none"> ▪ develop/refine own electronic career portfolio ▪ the concept of e-networks <p>Learning to Learn:</p> <ul style="list-style-type: none"> • Promoting yourself to others <p>Entrepreneurial Behaviours</p> <ul style="list-style-type: none"> ▪ networking and e-networking <p>Work Skills</p> <ul style="list-style-type: none"> ▪ ways to build networks that will enhance career opportunities, including: ▪ identifying people you feel comfortable talking to and whose advice you listen to ▪ increasing the range of people you know in a work role <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: | <p>WALT: An understanding of networking opportunities to help personal career development</p> <p>WILF (Completion of)</p> <ul style="list-style-type: none"> - My Networks Chart - My-self Image Audit | |



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| | | | <ul style="list-style-type: none"> ▪ YouTube promotion live performance | | |
| 3 | 9-10 | <ul style="list-style-type: none"> • Managing the transition from school • Review of Individual Pathway Plan • Understand how to respond to change through retraining. Updating skills, managing finances and coping with unemployment. <p>12 MOCK EXAMS Start Wednesday</p> | <p>Learning to Learn</p> <ul style="list-style-type: none"> • responding to change and how it may impact an individual’s career, including: <ul style="list-style-type: none"> ▪ retraining ▪ updating skills ▪ managing finances ▪ coping with unemployment <p>Career Development and Management</p> <ul style="list-style-type: none"> ▪ understand the changing nature of life and work roles <ul style="list-style-type: none"> ○ identifies changes in personal roles and commitments that will occur in the school to post-school transition | <p>WALT: An understanding of how to manage the transition from school and how to deal with change.</p> <p>WILF (Completion of)</p> <ul style="list-style-type: none"> - Review of IPP - Completion of notes on responding to change. | <p>Assessment Task 9 Career Portfolio Due (10%) End of Week 8</p> |