



COURSE OUTLINE

CAREER & ENTERPRISE – ATAR YEAR 11: 2022

UNIT 1 AND UNIT 2



This course will run the two units, 1 and 2, concurrently. The student Semester 1 grade will therefore be an estimate.

Term	Week	Topic and key teaching points	Syllabus content	WALT & WILF	Assessment
1	1-3	<ul style="list-style-type: none"> • Introduction of the course and course • 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 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 • the value of participating in lifelong learning designed to support career goals • the steps in planning and organising work load 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 <ul style="list-style-type: none"> • maintain balanced life and work roles <ul style="list-style-type: none"> ○ develops a personal, school and work timetable to manage all commitments • skills used to connect with and work with others, such as, recognising strengths and weaknesses of your interpersonal skills 	Learning to learn Career development and Management Gaining and Keeping Work Work skills	WALT (An understanding of): <ul style="list-style-type: none"> - How to construct SMART goals and develop IPPS for career development and management. - The features of Holland's theory of career choice and apply it to themselves. WILF (Completed by): <ul style="list-style-type: none"> - class notes and activities - Task 1- Individual Pathway Plan 	Task 1- Individual Pathway Plan



COURSE OUTLINE

CAREER & ENTERPRISE – ATAR YEAR 11: 2022

UNIT 1 AND UNIT 2



This course will run the two units, 1 and 2, concurrently. The student Semester 1 grade will therefore be an estimate.

		<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 determine own personality type and preferred work environment using the personality types and work environments outlined in Holland's Theory of Career Choice (1985) 			
1	4	<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 relationship between individual efficiency and work satisfaction 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 	The nature of work	<p>WALT (An understanding of):</p> <ul style="list-style-type: none"> how organisations manage resources and ethical and legal requirements in the workplace. Features of hierarchical and flat organisational structures. <p>WILF (Completed by):</p> <ul style="list-style-type: none"> class notes and activities 	



COURSE OUTLINE

CAREER & ENTERPRISE – ATAR YEAR 11: 2022

UNIT 1 AND UNIT 2



This course will run the two units, 1 and 2, concurrently. The student Semester 1 grade will therefore be an estimate.

		<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 features of each of the following workplace organisational structures: <ul style="list-style-type: none"> hierarchical flat 			
1	5-7	<p>Week 6- Labour Day Public Holiday</p> <p>Week 7- PTO Tuesday</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) 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 	<p>Career development and Management</p> <p>Work skills</p>	<p>WALT (An understanding of):</p> <ul style="list-style-type: none"> of global trends and the implications they have on individual career development and organisations. <p>WILF (Completed by):</p> <ul style="list-style-type: none"> class notes and activities Task 2 & 3 	<p>Task 2- Global Trends Investigation</p> <p>Task 3- Short Answer Response (Validation)</p>



COURSE OUTLINE

CAREER & ENTERPRISE – ATAR YEAR 11: 2022

UNIT 1 AND UNIT 2



This course will run the two units, 1 and 2, concurrently. The student Semester 1 grade will therefore be an estimate.

		<ul style="list-style-type: none"> • 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 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 			
1	8-10	<p>Week 9 PTO Wednesday</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 people you know in a work role • using of technology to help expand networks • remaining employable in constantly changing workplaces, including: <ul style="list-style-type: none"> • undertaking training and up-skilling • networking and e-networking • location of job opportunities, including: <ul style="list-style-type: none"> • newspapers • websites 	<p>Entrepreneurial Behaviours Gaining and Keeping Work</p>	<p>WALT (An understanding of):</p> <ul style="list-style-type: none"> - Have an understanding of gaining and keeping work. <p>WILF (Completed by):</p> <ul style="list-style-type: none"> - class notes and activities - Task 4- Gaining Employment Presentation 	<p>Task 4- Gaining Employment Presentation</p>



COURSE OUTLINE

CAREER & ENTERPRISE – ATAR YEAR 11: 2022

UNIT 1 AND UNIT 2



This course will run the two units, 1 and 2, concurrently. The student Semester 1 grade will therefore be an estimate.

		<ul style="list-style-type: none"> • 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 • develop/refine own electronic individual pathway plan (IPP) • develop/refine own electronic career portfolio • the concept of e-networks • how social media can be used as a career development tool • considering labour market information to identify employment opportunities, including: <ul style="list-style-type: none"> • self-employment opportunities • business and product developmen 			
--	--	---	--	--	--



COURSE OUTLINE

CAREER & ENTERPRISE – ATAR YEAR 11: 2022

UNIT 1 AND UNIT 2



This course will run the two units, 1 and 2, concurrently. The student Semester 1 grade will therefore be an estimate.

2	1-2	<p>Week 1 - Monday Public Holiday</p> <p>Week 1 - Tuesday - Pupil Free day</p> <ul style="list-style-type: none"> • strategies to deal with unexpected events in a workplace • 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 • considering labour market information to identify employment opportunities, including: <ul style="list-style-type: none"> • self-employment opportunities • business and product development 	Entrepreneurial behaviours	<p>WALT (An understanding of):</p> <ul style="list-style-type: none"> - Of how to deal with unexpected events and taking personal risks. - Apply labour market research on employment opportunities. <p>WILF (Completed by):</p> <ul style="list-style-type: none"> - class notes and activities 	
2	3	<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 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"> o seeks advice, feedback and support as required • understand the changing nature of life and work roles 	Career development and management	<p>WALT (An understanding of):</p> <ul style="list-style-type: none"> - How to take advantage of opportunities in the workplace. - Decision making processes - Examines personal progress and refine IPP. <p>WILF (Completed by):</p> <ul style="list-style-type: none"> - class notes and activities - Task 5 Extended Response 	Task 5 Extended Response



COURSE OUTLINE

CAREER & ENTERPRISE – ATAR YEAR 11: 2022

UNIT 1 AND UNIT 2



This course will run the two units, 1 and 2, concurrently. The student Semester 1 grade will therefore be an estimate.

		<ul style="list-style-type: none"> identifies changes in personal roles and commitments that will occur in the school to post-school transition 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 			
2	6	Exam Revision			
2	7-8	Task 6- Exams			
2	9-10	Exam Review <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 strategies and processes for resolving conflict in the workplace, including: 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 	Work skills The nature of work	WALT (An understanding of): <ul style="list-style-type: none"> adapting communication to respect diversity in the workplace. Of the types of conflicts and conflict resolution strategies. WILF (Completed by): <ul style="list-style-type: none"> class notes and activities 	



COURSE OUTLINE

CAREER & ENTERPRISE – ATAR YEAR 11: 2022

UNIT 1 AND UNIT 2



This course will run the two units, 1 and 2, concurrently. The student Semester 1 grade will therefore be an estimate.

	1-2	<ul style="list-style-type: none"> • work rights and protocols in the use of technology, including: • legal rights and responsibilities (for example, copyright implications) • procedures and expectations in the workplace • the interrelationships between individual efficiency, workplace productivity and sustainability • the use of performance management as a tool to improve individual efficiency and workplace productivity considerations for individuals in the workplace, including: <ul style="list-style-type: none"> • pay and conditions • ethical considerations, including following the code of conduct • the concepts of organisational restructuring and workplace reform • the impact of organisational restructuring on individual career development • the concept of work/life balance 	The nature of work	<p>WALT (An understanding of):</p> <ul style="list-style-type: none"> - legal and ethical use of technology in the workplace. - Define efficiency, productivity and sustainability with an application to an organisation, with the consideration of restructuring, workplace reform and performance management.. <p>WILF (Completed by):</p> <ul style="list-style-type: none"> - class notes and activities - Task 7- Investigation 	Task 7: Investigation



COURSE OUTLINE

CAREER & ENTERPRISE – ATAR YEAR 11: 2022

UNIT 1 AND UNIT 2



This course will run the two units, 1 and 2, concurrently. The student Semester 1 grade will therefore be an estimate.

3	3	<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 • coping with unemployment • the need to undertake personal and professional development opportunities to maintain up-to-date skills and knowledge 	Learning to learn	<p>WALT (An understanding of):</p> <ul style="list-style-type: none"> - on how to respond to change professionally and personally and how to respond to change, - identification of personal and professional development opportunities. <p>WILF (Completed by):</p> <ul style="list-style-type: none"> - class notes and activities 	
3	4	<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) 	Entrepreneurial behaviours	<p>WALT (An understanding of):</p> <ul style="list-style-type: none"> - How to stay competitive in a global economy. <p>WILF (Completed by):</p> <ul style="list-style-type: none"> - class notes and activities - Task 8 – Short Answer Response 	Task 8- Short Answer Response



COURSE OUTLINE

CAREER & ENTERPRISE – ATAR YEAR 11: 2022

UNIT 1 AND UNIT 2



This course will run the two units, 1 and 2, concurrently. The student Semester 1 grade will therefore be an estimate.

3	6-9	<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 	Entrepreneurial behaviours	<p>WALT (An understanding of):</p> <ul style="list-style-type: none"> - How to effectively problem solve in a workplace. <p>WILF (Completed by):</p> <ul style="list-style-type: none"> - class notes and activities 	
3	10	<ul style="list-style-type: none"> • refine own electronic career portfolio • formats for job applications • formats for cover letters • 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 	Career development and management Gaining and keeping work	<p>WALT (An understanding of):</p> <ul style="list-style-type: none"> - How to develop an electronic portfolio and use job search techniques. <p>WILF (Completed by):</p> <ul style="list-style-type: none"> - class notes and activities - Task 9 	Task 9- Career Portfolio
4	1-2	<ul style="list-style-type: none"> • refine own electronic career portfolio • formats for job applications • formats for cover letters • methods of finding job opportunities, including cold canvassing • awareness of innovative contemporary strategies for gaining employment, such as: 	Career development and management Gaining and keeping work	<p>WALT (An understanding of):</p> <ul style="list-style-type: none"> - How to develop an electronic portfolio and use job search techniques. <p>WILF (Completed by):</p> <ul style="list-style-type: none"> - class notes and activities - Task 10 	Task 10- YouTube Promotional Video.



COURSE OUTLINE

CAREER & ENTERPRISE – ATAR YEAR 11: 2022

UNIT 1 AND UNIT 2



This course will run the two units, 1 and 2, concurrently. The student Semester 1 grade will therefore be an estimate.

		<ul style="list-style-type: none"> YouTube promotion live performance 			
4	3	- Labour Market statistics and refinement of Individual Pathway Plan	Career Development and Management	WALT (An understanding of): <ul style="list-style-type: none"> Labour market research and how it will impact their individual career develop WILF (Completed by): <ul style="list-style-type: none"> class notes and activities Task 11 	Task 11 Extended Response
4	4-5	Exam Revision Week 5 – Friday 11 Pupil Free day			
4	6-7	Task 12- Exams			
4	8	Wednesday- Friday Exam Feedback			