



COURSE OUTLINE
CAREER & ENTERPRISE – ATAR YEAR 12: 2022
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 |
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| 1 | 1-2 | <p>Introduction to the course, distribution of the syllabus, course outline and assessment outline</p> <ul style="list-style-type: none"> • the concept of a career • 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 • the use of self-management strategies, including: <ul style="list-style-type: none"> ♣ self-reflection ♣ goal setting ♣ time management • develop/refine own electronic individual pathway plan (IPP) • develop/refine own electronic career portfolio | Career development and management | <p>WALT (will understand):</p> <ul style="list-style-type: none"> - The concept of a career and self-management strategies that will help assist their career development and management - Of the components of a IPP & Career Portfolio. <p>WILT (completion of):</p> <ul style="list-style-type: none"> - Class notes and activities - Task 1 | Task 1: Individual pathway plan/career portfolio |
| 1 | 3-4 | <ul style="list-style-type: none"> • the life and career development stages of Super’s Lifespan (Developmental) Theory (1957) <ul style="list-style-type: none"> ♣ growth ♣ exploration ♣ establishment ♣ maintenance ♣ decline | Career development and management | <p>WALT (will understand):</p> <ul style="list-style-type: none"> - Of both Super’s Lifespan Theory and the Planned Happenstance and how they can be applied to their career development. | Task 2: Investigation |



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| | | <ul style="list-style-type: none"> • the main features of planned happenstance, based on Mitchell (2003), including: <ul style="list-style-type: none"> ♣ clarify ideas ♣ remove the blocks ♣ expect the unexpected ♣ take action • the comparison of traditional and contemporary career development theories, such as: <ul style="list-style-type: none"> ♣ Super’s Lifespan (Developmental) Theory (1957) ♣ Krumboltz’ Happenstance Theory (2008) | | <p>WILT (completion of):</p> <ul style="list-style-type: none"> - Class notes and activities - Task 2 | |
| 1 | 5 | <ul style="list-style-type: none"> • the concept of continual personal learning, with examples, such as: <ul style="list-style-type: none"> ♣ community involvement ♣ public speaking courses ♣ travel • the concept of continual professional learning, with examples, such as: <ul style="list-style-type: none"> ♣ online courses ♣ training courses ♣ employer initiatives ♣ graduate programs • the importance of continual personal and professional learning in the management of long-term career development | Learning to learn | <p>WALT (will understand):</p> <ul style="list-style-type: none"> - Methods of continue professional and personal learning with an application to their career development. <p>WILT (completion of):</p> <ul style="list-style-type: none"> - Class notes and activities | |



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| 1 | 6-7 | <ul style="list-style-type: none"> • methods of monitoring and improving workplace performance, including: <ul style="list-style-type: none"> ♣ self-assessment ♣ performance management ♣ quality control • processes used in performance management, including: <ul style="list-style-type: none"> ♣ use of rating scales ♣ use of management by objectives ♣ use of 360 degree feedback Entrepreneurial behaviours • the need to adapt individual and business practices to work efficiently in a digital workplace | Work skills Entrepreneurial behaviours | <p>WALT (will understand):</p> <ul style="list-style-type: none"> - Methods and processes used for performance management and the implications performance management has on human resources (efficiency, sustainability and productivity) <p>WILT (completion of):</p> <ul style="list-style-type: none"> - Class notes and activities | |
| 1 | 8 | <ul style="list-style-type: none"> • the importance of each of the stages of gaining a job, including: <ul style="list-style-type: none"> ♣ locating job opportunities <ul style="list-style-type: none"> 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 | Gaining and keeping work | <p>WALT (will understand):</p> <ul style="list-style-type: none"> - Work Search techniques and how to successful develop their career. <p>WILT (completion of):</p> <ul style="list-style-type: none"> - Class notes and activities - Task 3 | |



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| 1 | 9-10 | <ul style="list-style-type: none"> • the concept of the legal and ethical management of information within a workplace • effective resource management, including: <ul style="list-style-type: none"> ♣ 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) • features of each of the following workplace organisational structures: <ul style="list-style-type: none"> ♣ functional ♣ geographic • the features of each of the following management styles: <ul style="list-style-type: none"> ♣ autocratic ♣ bureaucratic ♣ democratic/participative ♣ laissez-faire | The nature of work | <p>WALT (will understand):</p> <ul style="list-style-type: none"> - How organisations successfully manage resources, and the implications it has on efficiency, sustainability, and productivity. <p>WILT (completion of):</p> <ul style="list-style-type: none"> - Class notes and activities | |
| 2 | 1 | <ul style="list-style-type: none"> • the impact of management styles on workplace satisfaction • the impact of management styles on workplace and individual efficiency, workplace productivity and sustainability • the concept of corporate social responsibility (CSR) in a workplace • the impact of CSR for: <ul style="list-style-type: none"> ♣ organisations ♣ community ♣ employee | The nature of work | <p>WALT (will understand):</p> <ul style="list-style-type: none"> - How organisations successfully manage resources, management styles, and CSR and the implications they have on efficiency, sustainability, and productivity. <p>WILT (completion of):</p> | Task 3: Production/performance |



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| | | | | <ul style="list-style-type: none"> - Class notes and activities - Task 3 | |
| 2 | 2 | <ul style="list-style-type: none"> • the factors that drive organisational restructuring, including: <ul style="list-style-type: none"> ♣ legal factors ♣ environmental factors ♣ economic factors ♣ technology • the impact of organisational restructuring on: <ul style="list-style-type: none"> ♣ employees ♣ workplace culture ♣ industries • the need for internationally recognised manufacturing standards • change in the workplace can be influenced by changes in the following factors: <ul style="list-style-type: none"> ♣ 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) ♣ political/legal changes (such as, government initiatives, changes in government, legislative workplace reforms) • the concept of change management in the workplace | The nature of work | <p>WALT (will understand):</p> <ul style="list-style-type: none"> - That factors that drive organisational restructuring and the implications it has on employees, workplace culture and industries. - Internationally recognised manufacturing standards - Changes in the workplace. <p>WILT (completion of):</p> <ul style="list-style-type: none"> - Class notes and activities - Task 4 | Task 4: Response |
| 2 | 3 | REVISION | | | |
| 2 | 4-5 | TASK 5- EXAMS | | | |



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| 2 | 6-8 | <p>Review Exams and Introduction to unit 4</p> <ul style="list-style-type: none"> • the concept of self-understanding • the concept of personal attributes • the concept of self-marketing • the inter-relationship between self-understanding, personal attributes and self-marketing • make personal career decisions using decision-making tools, such as: <ul style="list-style-type: none"> ♣ cost/benefit analysis ♣ six thinking hats ♣ paired comparison • investigate predicted global trends in employment, including: <ul style="list-style-type: none"> ♣ 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 • considerations for managing change in career development, including: <ul style="list-style-type: none"> ♣ how to change jobs ♣ dealing with unemployment ♣ negotiation skills | <p>Career development and management</p> | <p>WALT (will understand):</p> <ul style="list-style-type: none"> - Self-understanding, personal attributes and self-marketing. - Decision making tools and how to manage career change. - Global trends that are implications on career development <p>WILT (completion of):</p> <ul style="list-style-type: none"> - Class notes and activities | <p>Task 6: Production/performance</p> |
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| 2 | 9-10 | <ul style="list-style-type: none"> • social justice, financial, cultural and ethical issues of global businesses, including: <ul style="list-style-type: none"> ♣ fair trade ♣ environmental compliance ♣ unethical work practices, such as: <ul style="list-style-type: none"> o sweatshops o child labour o forced labour | The Nature of Work | <p>WALT (will understand):</p> <ul style="list-style-type: none"> - Of ethical issues of staying globally competitive. <p>WILT (completion of):</p> <ul style="list-style-type: none"> - Class notes and activities | Task 7- Global Businesses |
| 3 | 1 | <ul style="list-style-type: none"> • strategies used to manage changes in personal employment circumstances, including: <ul style="list-style-type: none"> ♣ up-skilling/retraining ♣ individual pathway plan (IPP) analysis • refine own electronic individual pathway plan (IPP) • refine own electronic career portfolio | Career development and management | <p>WALT (will understand):</p> <ul style="list-style-type: none"> - Strategies to manage change. <p>WILT (completion of):</p> <ul style="list-style-type: none"> - Class notes and activities - Task 7 | Task 8: Individual pathway plan/career portfolio |
| 3 | 2-3 | <ul style="list-style-type: none"> • explore future learning options for own personal and professional development • the benefits of workplace mentoring for both the mentor and mentee <p>Work skills</p> <ul style="list-style-type: none"> • the need to accept diversity in the workplace, such as: <ul style="list-style-type: none"> ♣ ethnic and cultural links ♣ generational differences • strategies for working in a diverse workplace, including: <ul style="list-style-type: none"> ♣ attending cultural awareness training ♣ using appropriate communication techniques ♣ awareness of equal opportunity legislation | Learning to learn Work skills Gaining and keeping work | <p>WALT (will understand):</p> <ul style="list-style-type: none"> - Professional and personal learning - Positives and negatives of mentoring and for the mentee. - Individuals and organisations accept and work in a diverse workplace. | Task 9: Response |



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| | | <ul style="list-style-type: none"> • factors to consider when working overseas, including: <ul style="list-style-type: none"> ♣ cultural differences ♣ conditions of employment | | <p>WILT (completion of):</p> <ul style="list-style-type: none"> - Class notes and activities - Task 8 | |
| 3 | 4-5 | <ul style="list-style-type: none"> • the challenges and opportunities created by globalisation for individuals and organisations • 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 • the impact of organisational restructuring on the human, physical and financial resources of a business | Entrepreneurial behaviours | <p>WALT (will understand):</p> <ul style="list-style-type: none"> - Concept of a culture of continuous improvement - Impact of organisational restructuring on resources. - Impact of globalisation for both individuals and organisations <p>WILT (completion of):</p> <ul style="list-style-type: none"> - Class notes and activities - Task 9 | |
| 3 | 6-7 | <ul style="list-style-type: none"> • the legal requirements for employers and employees in the workplace • the impact of information communication technologies (ICT) on the operational practices of workplaces, including: <ul style="list-style-type: none"> ♣ use of social networking ♣ mobile technologies ♣ high speed internet | The nature of work | <p>WALT (will understand):</p> <ul style="list-style-type: none"> - Legal and ethical use of ICT in a workplace. <p>WILT (completion of):</p> <ul style="list-style-type: none"> - Class notes and activities | Task 10: Response |



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| | | <ul style="list-style-type: none">• the role of efficiency, productivity and sustainability in assisting businesses to become more globally competitive• the importance of research and product development in assisting businesses to remain competitive in a global economy | | - Task 10 | |
| 3 | 8 | Exam revision | | | |
| 3 | 9-10 | EXAMS- Task 11 | | | |
| 4 | 1 | Exam Review and Revision | | | |
| 4 | 4 | WACE EXAMS | | | |