



# **Career and Enterprise**

## **Foundation Course Year 12**

### **Selected Unit 3 syllabus content for the**

### **Externally set task 2018**

This document is an extract from the *Career and Enterprise Foundation Course Year 12 syllabus*, featuring all of the content for Unit 3. The content that has been highlighted in the document is the content on which the Externally set task (EST) for 2018 will be based.

All students enrolled in the course are required to complete an EST. The EST is an assessment task which is set by the Authority and distributed to schools for administering to students. The EST will be administered in schools during Term 2, 2018 under standard test conditions. The EST will take 50 minutes.

The EST will be marked by teachers in each school using a marking key provided by the Authority. The EST is included in the assessment table in the syllabus as a separate assessment type with a weighting of 15% for the pair of units.

## C12.1 Where are all the jobs?

### Module description

This module investigates the importance of lifelong learning, current labour market trends and the concept of personal goals, and goals when planning for work opportunities in the future.

### Time allocation

The notional time for this module is 20 class contact hours.

### Module content

This core module includes the knowledge, understandings and skills described below.

An understanding of the Year 11 content is assumed knowledge for students in Year 12. It is recommended that students studying Unit 3 and Unit 4 have completed Unit 1 and Unit 2.

- key words associated with locating employment:
  - labour market
  - employment trends
  - skills shortage
  - personal goals
  - personal values
  - work settings
  - individual pathway plan
- the concept of the labour market
- the concept of employment trends
- interpretation of simple graphs and data on labour market statistics and, employment trends from a source such as Australian Jobs
- identify key organisations, people in the community or services that can assist in finding employment opportunities in the local area, such as:
  - Myfuture
  - Career Centre WA
  - Workforce Development Centres
- investigate employment trends in the local area by accessing information from sources, such as:
  - Job Outlook
  - Myfuture
  - Australian Jobs
  - Career Centre WA
  - Workforce Development Centres
- the concept of a skills shortage area
- identify the current skill shortage areas in Western Australia
- identify own personal goals and values

- identify how technology has changed the workplace in the last twenty years, including:
  - use of internet
  - email
  - mobile devices, such as mobile phones and tablet devices
- identify the impact of different work settings on entry-level employment, including:
  - fly-in/fly-out
  - mobile workplace
  - virtual workplace
- the benefits for maintaining work and career development of accessing ongoing education and training
- the need to choose education and training opportunities that align to own skills, attributes, values and interests
- create/review own electronic individual pathway plan(IPP)
- edit IPP to ensure coherence, clarity, appropriate language and words
- identify how personal goals, values and pathway plans can be influenced by factors, such as:
  - labour market information
  - employment trends
  - skills shortage areas
- identify different locations of job advertisements, including:
  - newspaper
  - private electronic job boards, such as SEEK
  - government electronic job boards, such as JOBS WA
  - employment agencies

## C12.2 Gaining a job

### Module description

This module has a focus on the job application process. It assists students to locate job advertisements and provides them with techniques to complete effective job applications.

### Time allocation

The notional time for this module is 20 class contact hours.

### Module content

This core module includes the knowledge, understandings and skills described below.

- key words associated with gaining employment:
  - job application
  - letter of application
  - selection criteria
  - resume
  - job interview
  - aptitude test
  - SAO (situation, action, outcome)
  - STAR (situation, task, action, result)
- investigate work search strategies, including:
  - cold canvassing
  - networking
  - written job application
  - online job application
- the job application process, including:
  - finding a job vacancy
    - open (advertised) job market
    - hidden job market
  - telephone enquiry
  - expression of interest
  - letter of application
  - addressing of selection criteria
  - tailoring of existing resume to the job advertised
  - attending the job interview
- locate and interpret a range of job advertisements
- identify words and acronyms used in job advertisements, for example, FIFO, casual employment, shift-work
- techniques for a telephone enquiry, including
  - prior to making the call
    - identify the purpose of the call
    - identify who to speak to
    - practise what will be said, using appropriate language
    - have note-taking material available to record any necessary information

- speaking and listening skills during the call
  - use appropriate language and terminology
  - listen carefully to speaker
  - ask clarifying questions where necessary
- the concept of an expression of interest, including:
  - the timeline
  - expected length
  - who the contact person is
- required letters in the job application process, including:
  - letter of introduction
  - letter of application or expression of interest
  - letter of appreciation
- components of a formal job application letter, such as:
  - personal address
  - date
  - inside address (recipient's address)
  - subject line
  - salutation
  - body paragraphs
  - complimentary close
- techniques in addressing basic selection criteria, including:
  - correct sentence structure
  - correct paragraph structure
  - use of a STAR
  - use of a SAO
  - editing and proofreading
- tailoring a resume to suit the job being applied for, including:
  - give examples relevant to the job
  - omit information irrelevant to the job
  - structure the resume to highlight the information most relevant to the job
- create a mock letter of introduction and a letter of application for a selected entry-level job
- edit letters to ensure coherence, clarity, appropriate language and words
- create an expression of interest for a selected entry-level job
- edit expression of interest to ensure coherence, clarity, appropriate language and words
- types of aptitude tests that employers can use in their recruitment process, including:
  - abstract
  - verbal
  - numerical
- prepare a mock application for an advertised job