# Career and Enterprise General Course Year 12

# Selected Unit 3 syllabus content for the

# Externally set task 2021

This document is an extract from the *Career and Enterprise General 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 2021 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, 2021 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.

# Unit 3

## Unit content

This unit includes the knowledge, understandings and skills described below.

**Learning to learn**

- identify personal and professional skills and attributes, and understand their link to career development
- self-management strategies to enhance personal change and growth, including:
  - 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:
  - 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

**Work skills**

- the need to recognise diversity within a workplace, including:
  - ages
  - ethnicity
  - physical ability
- the need to adjust to diversity within a workplace
- the steps in planning and organising work load and work/life balance, including:
  - determining the amount of work to be completed in a set timeframe
  - identifying personal priorities related to work hours and work patterns
- 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
  - using of technology to help expand networks
- strategies to deal with unexpected events in a workplace

**Entrepreneurial behaviours**

- taking personal risks when making career decisions, including:
  - relocating
  - accepting less pay
  - taking a gap year
  - undergoing re-training

- remaining employable in constantly changing workplaces, including:
  - undertaking training and up-skilling
  - networking and e-networking
- considering labour market information to identify employment opportunities, including:
  - self-employment opportunities
  - business and product development

**Career development and management**

- strategies that give an individual an advantage in the workplace, including:
  - taking advantage of work opportunities
  - undertaking training
  - seeking learning opportunities

- strategies to assist in making decisions in a work context, including:
  - choosing from a set of pre-determined options
  - using a formal decision-making process

- examine personal progress in each of the following career competencies:
  - make career-enhancing decisions
    - seeks advice, feedback and support as required
  - maintain balanced life and work roles
    - develops a personal, school and work timetable to manage all commitments
  - understand the changing nature of life and work roles
    - 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
    - sets personal learning challenges using formal and informal learning opportunities

- develop/refine own electronic individual pathway plan (IPP)

- develop/refine own electronic career portfolio

- 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 concept of e-networks

- how social media can be used as a career development tool

- the influence of global trends on changing workplace requirements, including:
  - 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:
  - ageing workforce
  - a more mobile population
  - changing work roles of family members

**The nature of work**

- factors that create effective workplaces, including:
    - 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:
    - health and safety
    - equal opportunity
    - codes of conduct and standards

- completion of a WorkSafe SmartMove industry-specific module

- <mark>reasons for, and requirements of, an employment contract with reference to the National Employment Standards from the *Fair Work Act 2009*</mark>

- features of each of the following workplace organisational structures:
    - hierarchical
    - flat

- the impact of global trends on the workforce, including:
    - the ageing workforce
    - a more mobile population
    - changing work roles of family members
    - e-commerce (for example, online shopping)
    - overseas outsourcing

**Gaining and keeping work**

- 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)

- location of job opportunities, including:
  - newspapers
  - websites
  - social and professional networking
  - professional associations

- interpret requirements in a job advertisement, including:
  - job description
  - job location
  - qualifications required
  - selection criteria
  - expression of interest requirements
  - application process and deadline

- strategies for successfully applying for a job, including:
  - writing a job application letter
  - participating in an interview situation