



SAMPLE COURSE OUTLINE

CAREER AND ENTERPRISE ATAR YEAR 12

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Sample course outline

Career and Enterprise – ATAR Year 12

Semester 1 – Unit 3

Week	Key teaching points
1–2	<p>Introduction to the course, distribution of the syllabus, course outline and assessment outline</p> <p>Career development and management</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
3–4	<p>Career development and management</p> <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 • 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>Task 1: Investigation</p>
5	<p>Learning to learn</p> <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

Week	Key teaching points
6–7	<p>Work skills</p> <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 <p>Entrepreneurial behaviours</p> <ul style="list-style-type: none"> • the need to adapt individual and business practices to work efficiently in a digital workplace
8–9	<p>Career development and management</p> <ul style="list-style-type: none"> • develop/refine own electronic individual pathway plan (IPP) • develop/refine own electronic career portfolio <p>Task 2: Individual pathway plan/career portfolio</p>
10	<p>Gaining and keeping work</p> <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"> ○ open job market ○ hidden job market ▪ applying for a job ▪ attending an interview • opportunities for individual career development that can be created by changes in the workplace
11–12	<p>The nature of work</p> <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) • the features of each of the following management styles: <ul style="list-style-type: none"> ▪ autocratic ▪ bureaucratic ▪ democratic/participative ▪ laissez-faire • features of each of the following workplace organisational structures: <ul style="list-style-type: none"> ▪ functional ▪ geographic • 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 <p>Task 3: Production/performance</p>

Week	Key teaching points
13–14	<p>The nature of work</p> <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 <p>Task 4: Response</p>
15	Task 5: Examination

Semester 2 – Unit 4

Week	Key teaching points
1–3	<p>Introduction to unit</p> <p>Career development and management</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>Task 6: Production/performance</p>
4–5	<p>Career development and management</p> <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 <p>Task 7: Individual pathway plan/career portfolio</p>

Week	Key teaching points
6–7	<p>Learning to learn</p> <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 <p>Task 8: Response</p>
8–9	<p>Entrepreneurial behaviours</p> <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 market place • the impact of organisational restructuring on the human, physical and financial resources of a business <p>Task 9: Investigation</p>
10–11	<p>The nature of work</p> <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 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 <p>Task 10: Response</p>
12–13	<p>The nature of work</p> <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"> ○ sweatshops ○ child labour ○ forced labour <p>Gaining and keeping work</p> <ul style="list-style-type: none"> • factors to consider when working overseas, including: <ul style="list-style-type: none"> ▪ cultural differences ▪ conditions of employment
14	Revision of Unit 3 and Unit 4
15	Task 11: Examination