



Government of **Western Australia**
School Curriculum and Standards Authority

CAREER AND ENTERPRISE

ATAR COURSE

Year 12 syllabus

Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

Important information

This syllabus is effective from 1 January 2024.

Users of this syllabus are responsible for checking its currency.

Syllabuses are formally reviewed by the School Curriculum and Standards Authority (the Authority) on a cyclical basis, typically every five years.

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Rationale

The Career and Enterprise ATAR course engages students in learning about developing their career in a constantly changing digital and globalised world. Careers are now considered to be about work, learning and life. Individuals need to be proactive, enterprising career managers who engage in lifelong learning.

The Career and Enterprise ATAR course aims to provide all students with the knowledge, skills and understanding to enable them to be enterprising and to proactively manage their own careers.

The course reflects the importance of career development knowledge, understanding and skills in securing, creating and sustaining work. Work, including unpaid voluntary work, is fundamentally important in defining the way we live, relate to others and in determining the opportunities we have throughout life. The course recognises that work both reflects and shapes the culture and values of our society. It provides opportunities for students to develop critical insights into the relationships between work, culture and the values of our own and other societies.

The world of work is complex and constantly changing. Workplaces have different structures which impact on their practices and processes and how they operate. Each workplace organisation is unique and governs workplace settings and work patterns.

The Career and Enterprise ATAR course has been constructed using, and is strongly aligned to, the knowledge, skills and understandings drawn from the *Core Skills for Work Development Framework* (2013) and the *Australian Blueprint for Career Development* (the *Blueprint*).

When developing teaching and learning programs, teachers should consider students' formal and informal work experiences, cultural backgrounds and values.

Course outcomes

The Career and Enterprise ATAR course is designed to facilitate achievement of the following outcomes.

Outcome 1 – Career and enterprise concepts

Students understand factors underpinning career development.

In achieving this outcome, students:

- understand factors that underpin personal development and learning opportunities
- understand how workplace practices and procedures influence career development
- understand how personal and external resources are accessed and managed for career development.

Outcome 2 – Career and enterprise investigations

Students investigate career development opportunities.

In achieving this outcome, students:

- collect and organise information to investigate career development opportunities
- analyse data and draw conclusions, considering needs, values and beliefs
- communicate solutions to career development opportunities.

Outcome 3 – Career development in a changing world

Students understand how aspects of the changing world impact on career development opportunities.

In achieving this outcome, students:

- understand how technologies influence career development opportunities
- understand how society, government legislation and policy influence career development opportunities
- understand how beliefs, values and attitudes influence career development opportunities.

Outcome 4 – Being enterprising

Students use career competencies to manage career development opportunities.

In achieving this outcome, students:

- use initiative, willingness to learn and problem-solving capabilities
- use self-management, self-promotion, planning and organisational skills
- use communication, technology, networking and teamwork skills.

Organisation

This course is organised into a Year 11 syllabus and a Year 12 syllabus. The cognitive complexity of the syllabus content increases from Year 11 to Year 12.

Structure of the syllabus

The Year 12 syllabus is divided into two units which are delivered as a pair. The notional time for the pair of units is 110 class contact hours.

Unit 3

This unit explores the constant change in the complex relationships between career management, workplaces and influences and trends. Entrepreneurship and flexibility are encouraged in the application of career competencies for career development.

Unit 4

This unit explores the constant change in the complex relationships between career management, workplaces and influences and trends in a global environment. Career development frameworks are constructed to guide future decision-making.

Each unit includes:

- a unit description – a short description of the focus of the unit
- unit content – the content to be taught and learned.

Organisation of content

The content is divided into six areas:

- Learning to learn
- Work skills
- Entrepreneurial behaviours
- Career development and management
- The nature of work
- Gaining and keeping work.

Learning to learn

Proactive participation in lifelong personal and professional learning experiences supports career building towards preferred futures. Ongoing learning experiences, together with updating knowledge and skills, create career development sustainability and opportunities for career building, especially in challenging and unexpected circumstances. Having an awareness of, and selecting relevant learning experiences, is dependent on recognising personal characteristics, interests, values, needs and beliefs as well as understanding that learning experiences can increase career development opportunities and successes.

Work skills

The work skills required in the contemporary workplace are a set of transferrable skills that are based on the ability to cope with the evolving expectations on communication protocols, the advances in digital technologies and the importance of embracing cultural and social diversity. Communication procedures and processes are used to transmit information and maintain supportive relationships, both internally and externally, with clients, customers, suppliers and the general public.

Entrepreneurial behaviours

Major social, cultural and technological changes are inevitable in the world of work. These include globalisation, use of natural resources and environmental sustainability, increased accountability for work performance, ongoing introduction of new technology, the constant need to upgrade skills and competencies, more decentralised industrial relations practices, flatter organisational structures, increased outsourcing of services by businesses, and a heightened focus on customers and their expectations. The impact of change provides opportunities for individuals, workplace organisations and businesses. There are risks in optimising opportunities in a fast moving, changing and uncertain future. These risks are best controlled by the knowledge and analysis of changes occurring in the world of paid and unpaid work, and in all types of workplaces, from large corporations to small businesses. Individuals need to plan proactively and build careers with an understanding of these considerations.

Career development and management

Career development and management is a dynamic, ongoing process that needs to be proactively managed to secure, create and maintain work. It is about the changing nature of life and work roles throughout life. Career development and management, includes work search techniques, exploring personal attributes and skills and decision making. The purposes and use of individual pathway plans (IPPs) and career portfolios are explored. Work search techniques include gathering information from various resources and accessing current labour market information.

The nature of work

The nature of work is complex and varied in many ways. The types of work required to create products or perform services for clients, customers and suppliers are defined in response to local, national and international market forces. New types of workplaces are emerging and old ones, which are no longer capable of meeting market demands, are disappearing as a result. All workplace operations involve managing human, physical, financial and technological resources. All these must comply with quality assurance standards and relevant workplace legislation, including occupational safety and health. Policies and procedures set the boundaries and conditions that guide the management and processes of all workplace operations.

Gaining and keeping work

Gaining and keeping work involves processes associated with building and maintaining self-image, interacting effectively with others and being open to change and growth. Gaining and keeping work involves strategies for dealing with predictable changes in work patterns and settings as well as the impact of change on short and long term career management. Gaining and keeping work involves the ability to apply core skills, such as; self-marketing and reflection, and to explain the relationship between these skills and personal interests, values, beliefs and attributes.

Representation of the general capabilities

The general capabilities encompass the knowledge, skills, behaviours and dispositions that will assist students to live and work successfully in the twenty-first century. Teachers may find opportunities to incorporate the capabilities into the teaching and learning program for the Career and Enterprise ATAR course. The general capabilities are not assessed unless they are identified within the specified unit content.

Literacy

Students become literate as they develop the knowledge, skills and dispositions to interpret and use language confidently for learning and communicating in and out of school and for participating effectively in society. Literacy involves students in listening to, reading, viewing, speaking, writing and creating multimodal texts to develop the knowledge and skills required for the modern day workplace and to manage their own careers. Students develop an understanding and make use of career-related terms to communicate ideas associated with self-management, career building and learning experiences.

Career options and success in the workplace are improved through well-developed literacy skills. The safety and well-being of workers, as well as the efficiency, productivity and sustainability of workplaces, are dependent on effective communication, both written and verbal, and students have many opportunities in this course to develop both.

Numeracy

Students become numerate as they develop the knowledge and skills to use mathematics confidently across other learning areas at school and in their lives more broadly. Numeracy involves students in recognising and understanding the role of mathematics in the world and having the dispositions and capacities to use mathematical knowledge and skills purposefully. Students use mathematical practices and conventions to collect, analyse and organise data as they investigate workplace and labour market trends to make informed decisions related to career development. They scrutinise data and put ideas into action through the creation and implementation of a career plan and enterprise activities.

While some careers and workplaces require a higher level of mathematics than others, all require at least a basic understanding of time, estimation, measurement and financial literacy. This course assists students to recognise when mathematical skills are required, and provides the opportunity to develop them in a workplace context.

Information and communication technology capability

Students develop information and communication technology (ICT) capability as they learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in Career and Enterprise and all other learning areas at school, and in their lives beyond school. The capability involves students in learning to make the most of the digital technologies available to them, adapting to new ways of doing things as technologies evolve, and limiting the risks to themselves and others in a digital environment.

ICT capabilities are important in the workplace and in career building. Students develop the skills and confidence to use a variety of information and communication technologies in the workplace, when seeking work, investigating career options and in their career development planning and management.

Critical and creative thinking

Students develop capability in critical and creative thinking as they learn to generate and evaluate knowledge, clarify concepts and ideas, seek possibilities, consider alternatives and solve problems. Critical and creative thinking are integral to activities that require students to think broadly and deeply using skills, behaviours and dispositions, such as reason, logic, resourcefulness, imagination and innovation, in all learning areas at school and in their lives beyond school.

Students collect, analyse and organise information as they investigate factors underpinning career development, explore a range of workplaces, analyse data to draw conclusions, consider needs, values and beliefs and communicate solutions to work and career issues. They scrutinise information and put ideas into action through the creation and implementation of a career plan and enterprise activities. Students reflect on their own actions, and those of others, as they evaluate factors which influence their own work, life and career decisions.

Personal and social capability

Students develop personal and social capability as they learn to understand themselves and others, and manage their relationships, lives, work and learning more effectively. The capability involves students in a range of practices, including recognising and regulating emotions, developing empathy for others and understanding relationships, establishing and building positive relationships, making responsible decisions, working effectively in teams, handling challenging situations constructively and developing leadership skills.

The Core Skills for Work Developmental Framework (2013) explored in this course encompasses career competencies, such as 'connect and work with others' and 'recognise and utilise diverse perspectives' as important skills to develop for success in the workplace and in career building.

Ethical understanding

Students develop ethical understanding as they identify and investigate the nature of ethical concepts, values and character traits, and understand how reasoning can assist ethical judgement. Ethical understanding involves students in building a strong personal and social oriented ethical outlook that helps them to manage context, conflict and uncertainty, and to develop an awareness of the influence that their values and behaviour have on others.

Social justice principles are an important consideration when transacting business in the global economy. Students reflect on their values and attitudes and how their actions in the workplace impact on the business and wider community. They learn about integrity and individual and corporate responsibility in a global economy. Students examine the impact of attitudes and values on lifestyle and career choices.

Intercultural understanding

Students develop intercultural understanding as they learn to value their own cultures, languages and beliefs, and to develop an awareness of the values, languages and customs of other cultures. The capability involves students in learning about multicultural workplaces, cross-cultural communication, and recognition of commonalities and differences between cultures in different countries and within individual workplaces.

Representation of the cross-curriculum priorities

The cross-curriculum priorities address contemporary issues which students face in a globalised world. Teachers may find opportunities to incorporate the priorities into the teaching and learning program for the Career and Enterprise ATAR course. The cross-curriculum priorities are not assessed unless they are identified within the specified unit content.

Aboriginal and Torres Strait Islander histories and cultures

The Career and Enterprise ATAR course values the histories, cultures, traditions and languages of Aboriginal and Torres Strait Islander Peoples, and their central place in contemporary Australian society and culture. Students may be provided with opportunities to develop their understanding and appreciation of the diversity of cultures and histories of Aboriginal and Torres Strait Islander Peoples.

Asia and Australia's engagement with Asia

There are strong social, cultural and economic reasons for Australian students to engage with Asia and with the contribution of Asian Australians to our society. Students develop understanding of the diversity of Asia's people, environments and cultures. They learn about the diversity of workplaces, work settings and conditions and the career opportunities available.

Sustainability

Through the exploration of workplace practices, students have the opportunity to investigate the issue of sustainability and to discover the importance of respecting and valuing different views and ways of doing things. Students are encouraged to reflect on their own beliefs and practices in relation to work, career and life choices, and their contribution to the creation of a sustainable workplace.

Unit 3

Unit description

This unit explores the constant change in the complex relationships between career management, workplaces and influences and trends. Entrepreneurship and flexibility are encouraged in the application of career competencies for career development.

Career development options and opportunities are forecast. There is a proactive development of alternative career pathways underpinned by relevant self-management strategies, work and learning experiences. Management models, regulatory frameworks and industry standards are applied. There is a need for efficiency, productivity and sustainability to analyse the complexities of workplaces and practices, and associated legal, ethical and financial considerations. An understanding of different rates of change in influences and trends, and of the dynamic nature of change, is used to optimise the management of options and opportunities for career development and businesses.

Open-ended complex scenarios provide opportunities to demonstrate further development and application of career competencies and work search techniques. A career portfolio is developed to inform future choices for personal and professional life, learning and work experiences.

Unit content

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.

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

Learning to learn

- the concept of continual personal learning, with examples, such as:
 - community involvement
 - public speaking courses
 - travel
- the concept of continual professional learning, with examples, such as:
 - online courses
 - training courses
 - employer initiatives
 - graduate programs
- the importance of continual personal and professional learning in the management of long-term career development

Work skills

- methods of monitoring and improving workplace performance, including:
 - self-assessment
 - performance management
 - quality control

- processes used in performance management, including:
 - 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

Career development and management

- 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:
 - self-reflection
 - goal setting
 - time management
- the life and career development stages of Super's Lifespan (Developmental) Theory (1957)
 - growth
 - exploration
 - establishment
 - maintenance
 - decline
- the main features of planned happenstance, based on Mitchell (2003), including:
 - clarify ideas
 - remove the blocks
 - expect the unexpected
 - take action
- the comparison of traditional and contemporary career development theories, such as:
 - Super's Lifespan (Developmental) Theory (1957)
 - Krumboltz' Happenstance Theory (2008)
- develop/refine own electronic individual pathway plan (IPP)
- develop/refine own electronic career portfolio

The nature of work

- the concept of the legal and ethical management of information within a workplace
- effective resource management, including:
 - 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:
 - autocratic
 - bureaucratic
 - democratic/participative
 - laissez-faire
- features of each of the following workplace organisational structures:
 - 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:
 - organisations
 - community
 - employee
- the factors that drive organisational restructuring, including:
 - legal factors
 - environmental factors
 - economic factors
 - technology
- the impact of organisational restructuring on:
 - employees
 - workplace culture
 - industries
- the need for internationally recognised manufacturing standards
- change in the workplace can be influenced by changes in the following factors:
 - 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

Gaining and keeping work

- the importance of each of the stages of gaining a job, including:
 - locating job opportunities
 - 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

Unit 4

Unit description

This unit explores the constant change in the complex relationships between career management, workplaces and influences and trends in a global environment. Career development frameworks are constructed to guide future decision making.

Self-management and career building strategies are designed, underpinned by the necessary learning experiences for a preferred future. Hypotheses are formed about the immediate and long-term impact of these strategies on changes in workplaces and trends and influences. The unit investigates how creativity, flexibility and continual evaluation provide mechanisms for making decisions about the future. Workplaces and organisations are analysed to assess how they respond to unpredictable changes in enterprising and innovative ways. The unit explores how these strategies are linked to legal, financial and ethical considerations, and the need to remain competitive in a global world inextricably linked by technology.

High-level career competencies and work search techniques and tools are applied, as strategies are devised to frame future career development. The career portfolio reflects creativity, expert technological skills and comprehensive documentation with details of past, current and future work, training and personal and professional learning experiences.

Unit content

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

Learning to learn

- explore future learning options for own personal and professional development
- the benefits of workplace mentoring for both the mentor and mentee

Work skills

- the need to accept diversity in the workplace, such as:
 - ethnic and cultural links
 - generational differences
- strategies for working in a diverse workplace, including:
 - attending cultural awareness training
 - using appropriate communication techniques
 - awareness of equal opportunity legislation

Entrepreneurial behaviours

- 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

Career development and management

- 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:
 - cost/benefit analysis
 - six thinking hats
 - paired comparison
- strategies used to manage changes in personal employment circumstances, including:
 - up-skilling/retraining
 - individual pathway plan (IPP) analysis
- investigate predicted global trends in employment, including:
 - 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:
 - how to change jobs
 - dealing with unemployment
 - negotiation skills
- refine own electronic individual pathway plan (IPP)
- refine own electronic career portfolio

The nature of work

- the legal requirements for employers and employees in the workplace
- the impact of information communication technologies (ICT) on the operational practices of workplaces, including:
 - 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

- social justice, financial, cultural and ethical issues of global businesses, including:
 - fair trade
 - environmental compliance
 - unethical work practices, such as:
 - sweatshops
 - child labour
 - forced labour

Gaining and keeping work

- factors to consider when working overseas, including:
 - cultural differences
 - conditions of employment

School-based assessment

The *Western Australian Certificate of Education (WACE) Manual* contains essential information on principles, policies and procedures for school-based assessment that needs to be read in conjunction with this syllabus.

Teachers design school-based assessment tasks to meet the needs of students. The table below provides details of the assessment types for the Career and Enterprise ATAR Year 12 syllabus and the weighting for each assessment type.

Assessment table – Year 12

Type of assessment	Weighting
<p>Investigation</p> <p>Students plan, conduct and communicate the findings of an investigation relating to the unit content. Formats can include: a written report, an oral or multimedia presentation, a portfolio, or a combination of these.</p>	20%
<p>Production/performance</p> <p>Tasks can include: a written report, an oral or multimedia presentation, observation checklists, mock job applications, mock job interviews and/or self or peer evaluation tools.</p>	10%
<p>Individual pathway plan/career portfolio</p> <p>Students are required to develop/review an electronic individual pathway plan (IPP) in Unit 3 and develop/review an electronic career portfolio in Unit 4. These documents can include:</p> <ul style="list-style-type: none"> • a resume • evidence of skills and experiences • evidence of work history • industry research • career/pathway directions • goals. 	10%
<p>Response</p> <p>Questions can require students to respond to short answer questions and/or extended answer questions. Questions can require students to respond to stimulus materials including: extracts from documents, articles, journals or texts; cartoons; graphs; case studies; and/or guest speakers. Short answer formats can include:</p> <ul style="list-style-type: none"> • closed questions, to which there is a limited response or a precise answer • open questions that require a paragraph response • completion of retrieval charts and/or structured overview templates. <p>Extended answer questions can be scaffolded. Tasks typically consist of a combination of multiple choice questions and questions requiring short and/or extended answers. Typically these tasks are administered under test conditions.</p>	30%
<p>Examination</p> <p>Typically conducted at the end of each semester and/or unit and reflecting the examination design brief for this syllabus.</p>	30%

Teachers are required to use the assessment table to develop an assessment outline for the pair of units.

The assessment outline must:

- include a set of assessment tasks
- include a general description of each task
- indicate the unit content to be assessed
- indicate a weighting for each task and each assessment type
- include the approximate timing of each task (for example, the week the task is conducted, or the issue and submission dates for an extended task).

In the assessment outline for the pair of units, each assessment type must be included at least once over the year/pair of units.

The set of assessment tasks must provide a representative sampling of the content for Unit 3 and Unit 4.

Assessment tasks not administered under test/controlled conditions require appropriate validation/authentication processes. For example, students could be required to complete a statement of authenticity and academic integrity, declaring that the work they submit is their own.

Grading

Schools report student achievement in terms of the following grades:

Grade	Interpretation
A	Excellent achievement
B	High achievement
C	Satisfactory achievement
D	Limited achievement
E	Very low achievement

The teacher prepares a ranked list and assigns the student a grade for the pair of units. The grade is based on the student's overall performance as judged by reference to a set of pre-determined standards. These standards are defined by grade descriptions and annotated work samples. The grade descriptions for the Career and Enterprise ATAR Year 12 syllabus are provided in Appendix 1. They can also be accessed, together with annotated work samples, through the Guide to Grades link on the course page of the Authority website at www.scsa.wa.edu.au.

To be assigned a grade, a student must have had the opportunity to complete the education program, including the assessment program (unless the school accepts that there are exceptional and justifiable circumstances).

Refer to the *WACE Manual* for further information about the use of a ranked list in the process of assigning grades.

ATAR course examination

All students enrolled in the Career and Enterprise ATAR Year 12 course are required to sit the ATAR course examination. The examination is based on a representative sampling of the content for Unit 3 and Unit 4. Details of the ATAR course examination are prescribed in the examination design brief on the following page.

Refer to the *WACE Manual* for further information.

Examination design brief – Year 12

Time allowed

Reading time before commencing work: ten minutes

Working time for paper: three hours

Permissible items

Standard items: pens (blue/black preferred), pencils (including coloured), sharpener, correction fluid/tape, eraser, ruler, highlighters

Special items: nil

SECTION	SUPPORTING INFORMATION
<p>Section One</p> <p>Short answer</p> <p>60% of the examination</p> <p>4–6 questions which can include choices within some questions</p> <p>Suggested working time: 100 minutes</p>	<p>Questions can require the candidate to:</p> <ul style="list-style-type: none"> • define, describe, list, identify, explain and/or predict • respond to stimulus material, which can include: extracts from documents, articles, journals and/or texts; case studies; cartoons and/or graphs • respond in the context of their career pathway.
<p>Section Two</p> <p>Extended answer</p> <p>40% of the examination</p> <p>Two questions from a choice of three</p> <p>Suggested working time: 80 minutes</p>	<p>Questions can require the candidate to:</p> <ul style="list-style-type: none"> • define, describe, list, identify, explain, predict, justify, discuss, propose, analyse, evaluate, respond to and/or create • respond to stimulus material, which can include: extracts from documents, articles, journals and/or texts; case studies; cartoons and/or graphs • respond in the context of their career pathway.

Appendix 1 – Grade descriptions Year 12

A	<p>Career and enterprise knowledge and understanding Presents comprehensive accurate discussions about developing and managing a career in a changing global environment. Provides detailed relevant evaluations of the constant change in the relationships between career management, workplaces, and influences and trends. Makes detailed and relevant reference to career-related concepts and/or theories.</p>
	<p>Skills and strategies Proactively identifies and develops career pathways, work and learning experiences, including relevant industry-standard skills for work. Selects and applies a wide range of specific and appropriate strategies to manage career development.</p>
	<p>Communication Presents effective responses, including a career portfolio in a detailed and well organised way with correct spelling and grammar. Consistently uses accurate career-related terminology and applies a wide range of specific evidence to support responses.</p>
B	<p>Career and enterprise knowledge and understanding Presents accurate discussions about developing and managing a career in a changing global environment. Provides generalised evaluations of the changes in the relationships between career management, workplaces, and influences and trends. Makes relevant reference to career-related concepts and/or theories.</p>
	<p>Skills and strategies Identifies and develops own career pathways, work and learning experiences, including relevant industry-standard skills for work. Selects and applies a range of strategies to manage career development.</p>
	<p>Communication Presents responses, including a career portfolio in an appropriate and well organised way, including correct spelling and grammar. Accurately uses career-related terminology and applies supporting evidence to develop responses.</p>
C	<p>Career and enterprise knowledge and understanding Presents generalised brief discussions about finding and keeping work, and managing a career in a changing global environment. Provides brief explanations of the changes in the relationships between career management, workplaces, and influences and trends. Makes relevant reference to some career-related concepts and/or theories.</p>
	<p>Skills and strategies Identifies and develops some relevant industry-standard skills for work. Selects and uses some appropriate strategies to manage career development.</p>
	<p>Communication Presents responses, including a career portfolio in an organised way with mostly correct spelling and grammar. Accurately uses some career-related terminology appropriate for the context, making some reference to relevant examples.</p>

D	Career and enterprise knowledge and understanding Presents simple and/or incomplete discussions about work, securing and maintaining work, and workplaces. Makes limited identification of the changes, issues, influences and trends impacting on career development. Makes limited reference to career-related concepts and/or theories.
	Skills and strategies With support, identifies and develops some skills for work. With support, uses some strategies to manage career development.
	Communication Presents responses with little to no organisation to a basic standard, including some incorrect spelling and grammar. Uses some career-related terminology, making occasional reference to examples to develop responses.
E	Does not meet the requirements of a D grade and/or has completed insufficient assessment tasks to be assigned a higher grade.

Appendix 2– Glossary

This glossary is provided to enable a common understanding of the key terms in this syllabus.

Career

The sequence and variety of roles which one undertakes throughout a lifetime.

It encompasses all life roles, not just occupation, and includes all paid and unpaid work, learning, leisure activities, and community and family responsibilities. Each person has a unique career in which work, learning and life are inextricably intertwined.

Career building

The process of securing and maintaining work, making career-enhancing decisions, maintaining balanced life and work roles, understanding the changing nature of life and work roles, and understanding, engaging in and managing the career-building process. Work search techniques are encompassed within career building.

Career competencies

The skills and attributes that promote intentional career development, lifelong learning and work/life balance. There are eleven competencies across three areas in the *Australian Blueprint for Career Development*. These competencies can be developed and strengthened over time.

Career development

The lifelong process of gaining the knowledge, skills, attitudes and behaviours to manage life, learning, leisure, transition and work in order to move towards a personally determined and evolving preferred future. It involves individuals planning and making decisions about education, training and career choices, as well as developing the right skills and knowledge to do this.

Career management

Career management is about well thought out career planning and the active management of one's own career choices. It includes skills, such as self-management, and strategies by which individuals can effectively direct their own career development process, lifelong learning and work/life balance, and the ability to turn chance/serendipity into opportunity.

Career portfolio

A career portfolio is used to organise and document evidence of [education](#), personal and professional achievements, qualifications and attributes. A career portfolio is used to: inform future choices, applying for jobs, entry to [higher](#) education or training programs or scholarships; when seeking promotion; to show transferable skills; and when reflecting on personal development. It should be updated regularly.

For this course, a career portfolio includes: resume, achievements, job application, and qualifications. A career portfolio can be either written, or an e-portfolio in a format, such as a Google site, Weebly or Vizualize.me.

Enterprise

Those skills, competencies, understandings and attributes that equip an individual to be innovative and to identify, create, initiate and successfully manage personal, community, business and work opportunities, including working for themselves. This term can also refer to an organisation such as a business, community or government agency.

Flat organisational structure

Where the span of control within an organisation is wide, resulting in fewer levels of management.

Functional organisational structure

A common type of organisational structure in which the organisation is grouped based on specialisation by functional areas, such as IT, finance, and marketing. A functional organisation is best suited as a producer of standardised goods and services at large volume and low cost.

Geographic organisational structure

A firm organised into geographical units (regional, national, international) that report to a central headquarters. This type of structure allows an organisation's offices to operate individually while adhering to company policies and values.

Global economic activity

Actions that involve the production, distribution and consumption of goods and services at all levels within a society.

Globalisation

The move towards increasing economic, financial, trade and communications integration of economies around the world, resulting in an interconnected and interdependent world with free transfer of capital, goods and services across national borders.

Hierarchical organisational structure

Incorporates a set of defined roles that are performed by employees in the workplace. This structure allows each employee to work systematically and according to procedures understood by all employees. In most cases, each worker will have fellow co-workers, supervisors and managers, working in a team environment. In smaller companies, there will be fewer co-workers and maybe only one manager.

Individual efficiency

The extent to which time, effort or cost is well used for the intended task or purpose, with a minimum amount or quantity of waste, expense, or unnecessary effort. The ability of an individual to maximise his/her contributions to an organisation.

Individual pathway plan (IPP)

A document completed and regularly reviewed by an individual that summarises skills, knowledge and attributes, together with short and long term goals and associated action plans, to assist a person manage their life, learning and work throughout the many transition points in their life.

Lifelong learning

The ongoing, voluntary and self-motivated pursuit of knowledge, understanding and skill development for either personal or professional reasons; it enhances personal development, competitiveness and employability.

Self-management

The skills and strategies by which an individual can effectively direct their own activities toward the achievement of objectives, and includes goal setting, decision making, focusing, planning, scheduling, time management, task tracking, self-evaluation, self-intervention and self-development.

Technology

The making, modification, usage and knowledge of tools, machines, techniques, crafts, systems and methods of organisation, in order to solve a problem, improve a pre-existing solution to a problem, achieve a goal or perform a specific function.

Work

A set of activities with an intended set of outcomes, from which it is hoped that an individual will derive personal satisfaction; it is not necessarily tied to paid employment and can encompass other meaningful and satisfying activities through which an individual's career develops, such as parenting or volunteering.

Work patterns

The work schedule structure. It includes flexitime, different types of shift work, full-time, part-time, fly-in, fly-out (FIFO), casual and job sharing arrangements.

Work processes

Work in any organisation is performed through processes. A process is a series of work steps directed to a particular end or output. To ensure staff are as productive as possible, the work processes need to be defined and enabled by tools and systems.

Work search techniques

Specific techniques used to find employment, including:

- using online recruitment agencies and company websites
- responding to advertisements in newspapers, shops, newsletters, magazines
- approaching employers directly when no vacancies are advertised
- using government and non-government employment agencies
- networking
- participating in extra-curricular activities (work experience, volunteering).

Work search tools

Tools for seeking a job, such as a résumé, written application, including cover letters and application forms, career portfolio, interview portfolio and electronic portfolio.

Work settings

The circumstances or conditions that surround an individual and the location where a task is completed. It involves the physical geographical location as well as the immediate surroundings of the workplace, such as a construction site or office building. It typically involves other factors relating to the place of employment, such as the quality of the air, noise level, and additional perks and benefits of employment, such as free child care or unlimited coffee, or adequate parking. Also referred to as work environment.

Workplace culture

The 'way of life' for those in a particular workplace. This has many elements, including: laws, language, fashion, power relationships, conventions, conflict management processes and dispute resolution processes. Workplace culture is normally strongly linked to organisational structure.

Workplace productivity

The ratio of output to input in production.

Workplace reform

A comprehensive and integrated approach to redesigning the management of work to achieve improvements in economic performance and adaptability, and an improved life for workers.

Workplace sustainability

The ability to maintain efficiency and productivity over time. It requires the reconciliation of environmental considerations, social equity and economic demands.