



Careers and Employability General Course Year 12

Selected Unit 3 syllabus content for the

Externally set task sample two

This document is an extract from the *Careers and Employability 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) sample one will be based.

The EST is an assessment task which is set by the Authority and distributed to schools for administering to students.

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 description

The focus of this unit is on adopting a proactive approach to securing and maintaining work.

Students learn how to access and interpret labour market information. They will build capacity to recognise growth industries, which can provide insights into enhanced career prospects.

Students explore how societal needs and economic conditions influence the availability of employment. They will gain an understanding of the growing need for individuals to remain agile and flexible to enable effective participation in the world of work.

Students develop capabilities and resources to secure work. This includes utilising work search tools and techniques to locate job opportunities. They will explore and apply a range of strategies to navigate through the job application process.

Unit content

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

Employability skills

All the following skills must be taught throughout the unit.

Communication skills

- use appropriate terminology, spelling and grammar to convey information effectively and clearly
- apply written and verbal communication skills to communicate an intended message, taking into account purpose, target audience and suitable format/s
- use non-verbal communication skills, including body language, facial expressions and tone of voice, to build a connection with a target audience
- apply active listening skills by focusing on the speaker's words, asking questions to check for understanding and responding thoughtfully

Digital literacy skills

- navigate the internet to locate reliable sources of information
- apply online safety processes to prevent criminal activity and negative impacts on digital footprint
- use electronic media to communicate information via email, text messages, video calls and/or webinars
- use work-related software applications to create documents, presentations and spreadsheets

Teamwork skills

- build rapport with team members
- perform team role/s and responsibilities
- act reliably by completing assigned tasks on time and to the expected standard
- consider the ideas and opinions of team members with the view to reaching a consensus

Time management skills

- plan and prioritise tasks to meet specific deadlines
- use productivity tools and applications, where applicable
- track progress when completing tasks and reassess priorities for unexpected events

Critical thinking skills

- apply research skills to collect reliable information that is relevant to a given task
- analyse, compare and evaluate information to develop a solution for a given task
- reflect on biases that may impact on decision-making

Problem-solving skills

- use open and closed questioning techniques to determine the nature of a situation and/or issue
- generate a list of possible solutions
- apply a decision-making model to plan, implement and evaluate possible solutions

Career knowledge and understanding

Personal management

- the concept of career adaptability
- unexpected life events and their impact on career planning, including:
 - breakdowns in relationships
 - geographic relocation
 - changes to financial circumstances
 - physical and mental health challenges
- the concepts of personal and professional risks
- advantages and disadvantages of taking personal and professional risks, including:
 - relocating
 - accepting less pay
 - taking a gap year
 - undergoing re-training

- strategies to manage personal finance, including:

- setting financial goals
- tracking income and spending
- budgeting
- saving and investing
- planning for the unexpected
- seeking assistance

Learning and work exploration

- labour market information relating to a range of jobs, including:

- skills shortage areas
 - geographic location
 - industry growth areas
 - emerging industries
 - green industries
 - local, national and global trends
- the concept of a growth industry
 - advantages and disadvantages of seeking employment in strong growth, average growth and negative growth industries

Enterprising behaviours

- the concept of initiative
- ways to show initiative at work, including:
 - being proactive
 - identifying ways to improve current work practices
 - vocalising your opinions
 - helping fellow workers
 - seeking more responsibilities
- benefits of using initiative in the workplace, including:
 - increased empowerment and recognition
 - increased efficiency
 - to create work opportunities (for example, promotion)

Career building

- the job application process
- requirements specified in a job advertisement, including the:
 - job description
 - job location
 - qualifications required
 - selection criteria
 - application process and deadline
- methods of responding to a job opportunity, including:
 - online
 - written
 - verbal
- purpose of a cover letter in response to a specific job advertisement
- format of a cover letter
- techniques for addressing selection criteria and interview questions, including:
 - SAO (situation, action, outcome)
 - STAR (situation, task, action, result)
 - CAR (context, action, result)

The nature of work

- the concept of megatrends
- types of megatrends, including:
 - economic power shifts
 - demographic shifts
 - impactful technology
 - climate change
- the impact of megatrends on the future of work, including:
 - work environments
 - types of employment
 - emerging and declining jobs
- importance of recognising and adjusting for diversity within a workplace
- strategies for working with diversity within a workplace, such as:
 - encouraging cultural celebrations
 - developing anti-discrimination policies and enforcing them
 - actively seeking out new perspectives and ideas