**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 | Introduction to the course, distribution of the syllabus, course outline and assessment outline**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
 |
| 3–4 | **Career development and 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)

**Task 1: Investigation** |
| 5 | **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
 |
| 6–7 | **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
 |
| 8–9 | **Career development and management*** develop/refine own electronic individual pathway plan (IPP)
* develop/refine own electronic career portfolio

**Task 2: Individual pathway plan/career portfolio** |
| 10 | **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
 |
| 11–12 | **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

**Task 3: Production/performance** |
| 13–14 | **The nature of work*** 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

**Task 4: Response** |
| 15 | **Task 5: Examination**  |

#### Semester 2 – Unit 4

| **Week** | **Key teaching points** |
| --- | --- |
| 1–3 | Introduction to unit**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
* 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

**Task 6: Production/performance** |
| 4–5 | **Career development and management*** strategies used to manage changes in personal employment circumstances, including:
	+ up-skilling/retraining
	+ individual pathway plan (IPP) analysis
* refine own electronic individual pathway plan (IPP)
* refine own electronic career portfolio

**Task 7: Individual pathway plan/career portfolio** |
| 6–7 | **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

**Task 8: Response** |
| 8–9 | **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

**Task 9: Investigation** |
| 10–11 | **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

**Task 10: Response** |
| 12–13 | **The nature of work*** 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
 |
| 14 | Revision of Unit 3 and Unit 4 |
| 15 | **Task 11: Examination**  |