**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** |