

Australian Blueprint for Career Development

Area C: Career Building Career Competency 7: Secure/ create and maintain work

Phase 3: Develop abilities to seek, obtain/ create and maintain work

STUDENT WORKBOOK

To gain competency in 7.3: Develop abilities to seek, obtain/ create and maintain work, students must -

- Complete activities in student work booklet.
- Write a letter of application.
- Prepare a resume.
- Participate in a Job interview.
- Undertake work experience or Voluntary work



STUDENT NAME: _____



COMPETENT

Assessor Signature

Date

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE III

AREA C CAREER BUILDING

COMPETENCY 7: Secure/ create and maintain work

Phase III Develop abilities to seek, obtain/create and maintain work

Performance Indicator:

7.3.1 Explore skills, knowledge and attitudes required to locate, interpret and use information about work opportunities

7.3.2 Explore the attributes and employability skills necessary to obtain and maintain work

7.3.3 Explore the services or initiatives that support people's transitions

7.3.4 Understand that some work opportunities require flexibility and adaptability (e.g. relocating, learning new skills)

7.3.5 Explore specific work opportunities in terms of working conditions and safety hazards, benefits, etc

7.3.6 Explore volunteering as a proactive job search and personal development strategy

7.3.7 Demonstrate employability skills and attributes necessary to obtain and maintain work

7.3.8 Experience volunteering as a proactive job search or personal development strategy

7.3.9 Evaluate work opportunities in terms of working conditions, benefits, etc., that are important to you

7.3.10 Acknowledge your personal set of skills, knowledge and attitudes that contribute to seeking, obtaining/creating and maintaining work

7.3.11 Create and engage in work opportunities reflective of your personal set of skills, knowledge and attitudes

7.3.12 Adapt current or try new work search skills and tools

Performance Indicator: 7.3.1 Explore skills knowledge and attitudes required to locate, interpret and use information about work opportunities

Activity: Source of Information on Employment

As you have learnt from the powerpoint, there are a variety of sources available to you about information on employment opportunities.

Complete the table by giving one or two examples for each. Use the internet, Yellow Pages etc, to find examples.

Source of Employment Information	Example	Example
Local newspaper		
State newspaper		
National newspaper		
Government agency		
Private agencies		
Internet		
Government Gazettes		
Career Services		
Employer Directories		
Industry Publications		

Performance Indicator:

7.3.2 Explore the attributes and employability skills necessary to obtain and maintain work

Performance Indicator:

7.3.7 Demonstrate employability skills necessary to obtain and maintain work

Activity: Employability Skills Set

Working in groups of 3 to 4, brainstorm examples for each of the following skills as to how/ where they would be used in the workplace.

Employability Skills Set	Workplace Example
COMMUNICATION	
Listening and understanding	
Speaking clearly and directly	
Writing to the needs of the audience	
Negotiating responsibly	
Reading independently	
Empathising	
Using numeracy effectively	
Understanding the needs of internal and external customers	
Establishing and using networks	
Being assertive	
Sharing information	
Speaking and writing in languages other than English	
TEAMWORK	
Coaching and mentoring skills including giving feedback	
Working with people of different ages, gender, race, religion or political persuasion	
Working as an individual and as part of a team	
Knowing how to define role as part of a team	
Applying teamwork skills to a range of situations eg futures planning, crisis problem solving	
Identifying the strengths of team members	

Employability Skills Set	Workplace Example
PROBLEM SOLVING Developing creative innovative solutions	
Developing practical solutions	
Showing independence and initiative in identifying problems and solving them	
Solving problems in teams	
Applying a range of strategies to problem solving	
Using mathematics including budgeting and financial management to solve problems	
Apply problem solving strategies across a range of areas	
Testing assumptions taking the context and data and circumstances into account	
Resolving customer concerns in relation to complex project issues	
INITIATIVE AND ENTERPRISE Adapting to new situations	
Developing a strategic, creative, long term vision	
Being creative	
Identifying opportunities not obvious to others	
Translating ideas into action	
Generating a range of options	
Initiating innovative solutions	
PLANNING AND ORGANISING Managing time and priorities – setting timelines, coordinating tasks for self & others	
Being resourceful	
Taking initiative and making decisions	
Adapting resource allocations to cope with contingencies	
Establishing clear project goals and deliverables	
Allocating people and other resources to tasks	
Planning the use of resources including time management	
Participating in continuous improvement and planning processes	

Developing a vision and proactive plan to accompany it	
Predicting – weighing up risk, evaluating alternatives and applying evaluation criteria	
Collecting, analysing and organising information	
Understanding basic business systems and their relationship	
SELF-MANAGEMENT Having a personal vision and goals	
Evaluating and monitoring own performance	
Having knowledge and confidence in own ideas and vision	
Articulating own ideas and vision	
Taking responsibility	
LEARNING SKILLS Managing own learning	
Contributing to the learning community at the workplace	
Using a range of mediums to learn – mentoring, peer support, networking, IT, courses	
Applying learning to ‘technical’ issues (eg. leaning about products) and ‘people’ issues (eg. interpersonal & cultural aspects of work)	
Having enthusiasm for ongoing learning	
Being willing to learn in any setting – on or off the job	
Being open to new ideas and techniques	
Being prepared to invest time and effort in learning new skills	
Acknowledging the need to learn in order to accommodate change	
TECHNOLOGY Having a range of basic IT skills	
Applying IT as a management tool	
Using IT to organise data	
Being willing to learn new IT skills	
Having the OHS knowledge to apply technology	
Having the physical capacity to apply technology, eg. manual dexterity	

Performance Indicator:

7.3.4. Understand that some work opportunities require flexibility and adaptability (e.g., relocating, learning new skills)

Activity: Flexibility and adaptability at work

In many work environments, you need to be flexible and adaptable if you are to succeed in the workplace. Brainstorm examples and the job that this might entail. The first one has been done for you. *Hint: Look at the Performance Indicator (above) and the Employability Skills in the last activity for ideas.*

*Working split shifts
in the Hospitality
Industry
(restaurant)*

Performance Indicator:

7.3.6 Explore volunteering as a proactive job search and personal development strategy

7.3.8 Experience volunteering as a proactive jobsearch or personal development strategy

Activity: Volunteer Work

Part A: Background Information: One way to obtain new skills and help you choose what career path you could pursue is to undertake volunteer work. There are many opportunities which results in a win-win situation ie, You learn new skills and you also contribute in a very positive way to your own community.

There are many different types of voluntary organisations including environmental, native animals, youth, aged care, hospitals, libraries, service organisations etc. involved in a range of activities.

In the space below, write down the organisations that are involved in Volunteer work, Also include the type of volunteering involved, and what skills that could be acquired.

Organisation Name	Type of Voluntary work	Skills Acquired

Part B: Think of the times you have volunteered. It could be Doorknock Appeals, working bee for you local sports club, Jump Rope for Heart, selling programmes at the School Musical, being on the School Magazine committee etc. In the Space below, write down some of the skills you have developed by participating.

Volunteer Activity	Skills I learnt

Performance Indicator: 7.3.5 Explore specific work opportunities in terms of working conditions and safety hazards, benefits, etc.

Activity: “Preferred Work Aspects”

Look at the “preferred work aspects” below. These will help you to identify those aspects of the job that are necessary for you to be happy and fulfilled. Read through the list and then number them in the order of preference.

- | | | |
|--------------------------|----------------------|---|
| <input type="checkbox"/> | Rewards | to accumulate wealth and possessions |
| <input type="checkbox"/> | Adventure | to have work duties that involve frequent risk-taking |
| <input type="checkbox"/> | Autonomy | to work without direction from others |
| <input type="checkbox"/> | Caring for others | to be involved directly with helping others |
| <input type="checkbox"/> | Change and diversity | to work in a job where the work, people and environment are constantly changing |
| <input type="checkbox"/> | Constancy | to have a regular work routine and familiar tasks that are unlikely to vary over time |
| <input type="checkbox"/> | Control | to have the ability to make decisions about policy and choose your own work direction |
| <input type="checkbox"/> | Creativity | to be responsible for creating new projects and systems and generating new ideas |
| <input type="checkbox"/> | Fast pace | to work where there is a high pace of activity, or where work must be done quickly |
| <input type="checkbox"/> | Flexible hours | to have work that can be done according to your schedule rather than in fixed hours |
| <input type="checkbox"/> | People contact | to have daily involvement with others – clients, customers, the public etc |
| <input type="checkbox"/> | People management | to be responsible for the activities and quality of work of others |
| <input type="checkbox"/> | Physical challenges | to gain rewards from the physical demands of your work |
| <input type="checkbox"/> | Position | to be recognized as being successful |
| <input type="checkbox"/> | Precision work | to be involved in work where there is little allowance for error |
| <input type="checkbox"/> | Rivalry | to work in a competitive culture, which tests your abilities in various situations |
| <input type="checkbox"/> | Team involvement | to work closely with a group, or as part of a team towards a common goal |
| <input type="checkbox"/> | Work alone | to work on your own assignments in a self-directed environment, with minimal supervision |
| <input type="checkbox"/> | Work under pressure | to work to tight deadlines, in situations where your work is critically judged against the highest standards. |

Performance Indicator: 7.3.5 Explore specific work opportunities in terms of working conditions and safety hazards, benefits, etc.

Activity: Advantages & Disadvantages of Large & Small Organisations

The list below indicates the advantages and disadvantages of large and small organisations. Place a tick against those features that appeal to you and a cross against those that don't.

Large Organisations

- Other staff are generally available to be reassigned to cover duties during absences on leave.
- Responsibilities and duties are well defined and often involve specialization and stereotyping.
- There may be a large population of young people in the organisation, and social groups may form.
- Large business usually provide training and periodic job evaluation, so there are opportunities for improvement and consequently promotion.
- The work of an individual employee is frequently a small part of the whole concern and therefore it may be difficult to see the results of your contribution.
- A large organisation can be highly structured and impersonal.

Small Organisations

- Absence on sick or holiday leave may be disruptive to other staff members.
- Duties are usually broader, so you need to be flexible. Be prepared to be thrown in at the deep end.
- There is close contact with small numbers of people.
- There are limited opportunities for promotion.
- There is likely to be considerable variety in the work, and you may see immediate results leading to greater job satisfaction.
- Small organisations are usually more personal and rely on teamwork.

Performance Indicator: 7.3.2 Explore the attributes and employability skills necessary to obtain and maintain work

Activity: Team Player

Go to <http://www.cdiponline.org/> and click on **Working**

Read the story. Click the "LISTEN" button at the bottom of the page to hear the story. When you are done, click the "NEXT" button.

When you are working at a job, it is important to be a "team player." A team player works well with the other people on the job. Employers like when their employees get along and still get the job done.

There are many things you can do to be a good team player. When working with others, be willing to compromise. Think of ways to solve problems. Do not demand that your ideas are used.

Show loyalty to your team. Be committed to the team's growth and improvement. Think of ways to help your team meet its goals.

Find a way to work in different conditions. Adapt to change in your work setting. Be responsible and accept new ways of doing your job.

If you do these things, you will be a better team member. Your employer will appreciate your good work.

Now go to the activity section and click on:

- Matching Game,**
- Pick an answer,**
- What did you learn?, and**
- Write an Answer.**

Performance Indicator:

7.3.1 Explore skills, knowledge and attitudes required to locate, interpret and use information about work opportunities

7.3.2 Explore the attributes and employability skills necessary to obtain and maintain work

7.3.5 Explore specific work opportunities in terms of working conditions and safety hazards, benefits, etc

Activity: Matching skills to a job advertisement

Collect a Positions Vacant advertisement from the Townsville Bulletin, Courier Mail, The Australian, or careerone.com.au on the net which interests you, and complete the table below. List the skills you have and further skills you may need for the job.

Company Name	
Position	
Location	
Conditions (hours of work, annual leave, long service leave, superannuation, etc)	
Qualifications/skills needed	
Description (brief outline of duties that will be performed)	
Future employment opportunities	
Application (in writing, by phone or by application form) Sending application (via email, post, hand- delivered)	
Where to apply	

From the information on the previous page complete the table below:

What I have to offer for this job			
Qualifications in	Experience in	Attributes in	Skills in
Additional requirements I need for this job are			
Qualifications in	Experience in	Attributes in	Skills in

Performance Indicator:

7.3.10 Acknowledge your personal set of skills, knowledge and attitudes that contribute to seeking, obtaining/creating and maintaining work

Activity: What I can do

Identify the skills, attributes and knowledge you have acquired through avenues of paid, unpaid (at school/out of school), voluntary and community work.

Qualifications in	Experience in	Attributes in	Skills in

Performance Indicator: 7.3.3 Explore the services or initiatives that support people’s transitions

Activity: Sell Yourself! Job Network

Gather information on the Job Network. The yellow pages in the telephone directory will help here or find information at www.jobnetwork.gov.au.

Job Network Organisation	Address	Phone No.	Fax No.	Web site	Comments
CHR	22 Walker St Townsville	4750 7444		www.chr.com.au	<i>IPA Personnel has acquired CHR group in Queensland Private company.</i>

WHERE ELSE CAN YOU FIND JOB VACANCIES?

Performance Indicator:

7.3.9 Evaluate work opportunities in terms of working conditions, benefits, etc., that are important to you.

Activity: Working Conditions

For this activity you will need to use the internet.

Write down 3 jobs that you think would appeal to you. You then have to research the following for each job:

Go to www.jobsearch.gov.au and investigate

- Weekly Earnings,**
- Short term and Long term employment prospects**

Go to www.det.qld.gov.au and investigate

- Working Conditions**
- Benefits**

Go to Jobguide and find out the educational qualifications required to work in these jobs.

Write your findings in dot points in the boxes below... one for each job.

Performance Indicator:

7.3.11 Create and engage in work opportunities reflective of your personal set of skills, knowledge and attitudes

***Activity: You will be required to participate in at least 1 weeks work experience
As part of your work Experience, your employer will be completing an Evaluation
Sheet that is based on the Employability Skills Set you have been investigating in
this competency.***

***You will be able to use this Work Experience and the Evaluation Form to update your
Resume.***
