

# WORK RELATED SKILLS

## Applied Vocational Booklet

# VM 1&2

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### VCE: VM Units 1&2: From 2023

- ⇒ Literacy VM 1&2: Coursebook & Applied Vocational Booklet
- ⇒ Numeracy VM 1&2: Coursebook & Skills Development Portfolio
- ⇒ Personal Development VM 1&2: Coursebook & Applied Vocational Booklet
- ⇒ Work Related Skills VM 1&2: Coursebook & Applied Vocational Booklet

### VPC Units 1&2: From 2023

- ⇒ Literacy VPC 1&2 : Coursebook & Applied Vocational Booklet
- ⇒ Numeracy VPC 1&2: Coursebook & Skills Development Portfolio
- ⇒ Personal Development VPC 1&2: Coursebook & Applied Vocational Booklet
- ⇒ Work Related Skills VPC 1&2: Coursebook & Applied Vocational Booklet

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### VCE: VM Units 3&4: From 2024

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- ⇒ Personal Development VM 3&4: Coursebook & Applied Vocational Booklet
- ⇒ Work Related Skills VM 3&4: Coursebook & Applied Vocational Booklet

### VPC Units 3&4: From 2024

- ⇒ Literacy VPC 3&4 : Coursebook & Applied Vocational Booklet
- ⇒ Work Related Skills VPC 3&4: Coursebook & Applied Vocational Booklet

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	Done?	Date
1 Local Businesses	<input type="checkbox"/>	<input type="text"/>
Jobs, Jobs and More Jobs	<input type="checkbox"/>	<input type="text"/>
2-3 Jobs, Jobs and More Jobs	<input type="checkbox"/>	<input type="text"/>
4 Retail Trade Industry	<input type="checkbox"/>	<input type="text"/>
5 Hospitality Industry	<input type="checkbox"/>	<input type="text"/>
6 Common Occupations	<input type="checkbox"/>	<input type="text"/>
7 Different Workplaces	<input type="checkbox"/>	<input type="text"/>
8 Have I Changed?	<input type="checkbox"/>	<input type="text"/>
9 Finding Out	<input type="checkbox"/>	<input type="text"/>
10 Getting Advice	<input type="checkbox"/>	<input type="text"/>
11 Ancient Wisdom	<input type="checkbox"/>	<input type="text"/>
12 Employment Status	<input type="checkbox"/>	<input type="text"/>
13 Status of Employment	<input type="checkbox"/>	<input type="text"/>
14 Personal Values for Working	<input type="checkbox"/>	<input type="text"/>
15 My Work Values	<input type="checkbox"/>	<input type="text"/>
16 Emotional Intelligence	<input type="checkbox"/>	<input type="text"/>
17 Employable Me	<input type="checkbox"/>	<input type="text"/>
18 Workplace Safety Hazards	<input type="checkbox"/>	<input type="text"/>
19 Workplace Safety in Action	<input type="checkbox"/>	<input type="text"/>
20 Industries all Around	<input type="checkbox"/>	<input type="text"/>
21 People in Industry	<input type="checkbox"/>	<input type="text"/>
22 A Day in the Life	<input type="checkbox"/>	<input type="text"/>
23 Change is Afoot	<input type="checkbox"/>	<input type="text"/>
24 Employability Skills	<input type="checkbox"/>	<input type="text"/>
25 Industry-Specific Skills	<input type="checkbox"/>	<input type="text"/>
26 Australian Apprenticeships	<input type="checkbox"/>	<input type="text"/>
27 Australian Apprenticeships - Pay	<input type="checkbox"/>	<input type="text"/>

	Done?	Date
28 Technical Skills Infographic	<input type="checkbox"/>	<input type="text"/>
29 What Vocational Training?	<input type="checkbox"/>	<input type="text"/>
30 My Transferable Skills	<input type="checkbox"/>	<input type="text"/>
31 Transferable Skills for Work	<input type="checkbox"/>	<input type="text"/>
32 What About Me?	<input type="checkbox"/>	<input type="text"/>
33 Building My Network	<input type="checkbox"/>	<input type="text"/>
34 My Personal Attributes	<input type="checkbox"/>	<input type="text"/>
35 Showing What I Can Do	<input type="checkbox"/>	<input type="text"/>
36 They're Looking For Someone Who...	<input type="checkbox"/>	<input type="text"/>
37 The Right Words for the Job	<input type="checkbox"/>	<input type="text"/>
38 Am I There Yet?	<input type="checkbox"/>	<input type="text"/>
39 What's My Day?	<input type="checkbox"/>	<input type="text"/>
40 What Would I Do?	<input type="checkbox"/>	<input type="text"/>
41 Top Interview Tips	<input type="checkbox"/>	<input type="text"/>
42 What Can I Offer?	<input type="checkbox"/>	<input type="text"/>
43 Workplace Learning - Timesheet	<input type="checkbox"/>	<input type="text"/>
44 Workplace Learning: Daily Journal	<input type="checkbox"/>	<input type="text"/>
45 Workplace Learning: Daily Journal	<input type="checkbox"/>	<input type="text"/>
46 Workplace Learning: Daily Journal	<input type="checkbox"/>	<input type="text"/>
47 Workplace Learning: Daily Journal	<input type="checkbox"/>	<input type="text"/>
48 Workplace Learning: Daily Journal	<input type="checkbox"/>	<input type="text"/>
49 Workplace Learning: Daily Journal	<input type="checkbox"/>	<input type="text"/>
50 Evaluation - My Work-Related Skills	<input type="checkbox"/>	<input type="text"/>
51 Evaluation - My Specific Skills	<input type="checkbox"/>	<input type="text"/>
52 I Know Better Now	<input type="checkbox"/>	<input type="text"/>
53 My Work-Related Development	<input type="checkbox"/>	<input type="text"/>
54 Review and Reflection	<input type="checkbox"/>	<input type="text"/>

FULL  
PREVIEW  
SAMPLE

## Local Businesses 1

List 20 organisations or workplaces that are a part of your local area. Outline what they do. Classify them by their industry. Are they commercial businesses or not-for-profits?

Business/workplace	Industry	Commercial/NFP?
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

**FULL  
PREVIEW  
SAMPLE**

## 2 Jobs, Jobs and More Jobs

Do you know there are almost 1,000 different employment classifications in Australia according to ANZSCO?

1. So how many jobs can you name? 50 should not be too hard! What industries do people in these occupations most likely work in?


**FULL  
PREVIEW  
SAMPLE**

2. Reflect on all the ways you come into contact with, or know about people working. What are their jobs? What industries do they work in?


3. Compare your lists to someone else in the class. Use each other's responses to refine and add to your lists.


4. There are about 13.6m people working in Australia (as at late '22). And the top 10 occupations account for about 20% of all jobs. <sup>(1 p.6)</sup>



a. List what you think are the top 10 jobs in Australia. Estimate how many people are employed in that job.		b. Search online for the top 10 jobs in Australia. Find out how many people are employed in that job.	
1.	2.	1.	2.
3.	4.	3.	4.
5.	6.	5.	6.
7.	8.	7.	8.
9.	10.	9.	10.

FULL  
PREVIEW  
SAMPLE

5. How did you go with your list and your estimates? Where did you search?

6. Are you interested in any of these jobs for your career? Report back to the class.

## 4 Retail Trade Industry

Almost 1 in every 10 workers in Australia is employed in the Retail Trade industry. And about 1/3 of all retail workers are aged 15-24. <sup>(1 p.6)</sup>

1. List retailers in your local area. What goods do they sell? Are they a large, medium or small business; and/or part of a chain of retailers?

Local retailers	What do they sell?	Size/chain?

FULL  
PREVIEW  
SAMPLE

2. What types of jobs are available for people working in retail? Would you like to do that job? Why/why not?


Almost 1 in every 15 workers in Australia is employed in the Accommodation and Food Services industry. And almost 1/2 of all 'hospitality' workers are aged 15-24. (<sup>1</sup> p.6)

1. List 'hospitality' operators in your local area. What services do they provide? Are they a large, medium or small business; and/or part of a chain?

Local hospitality firms	What do they provide?	Size/chain?

FULL  
PREVIEW  
SAMPLE

2. What types of jobs are available for people working in accommodation and food services? Would you like to do that job? Why/why not?


## 6 Common Occupations

- Here are the 20 most common occupations in Australia (as at August '22). Have a go at ranking them in order from most employees to the least.
- Estimate what you think to be the number of workers for each.
- Which industry do you think each job is more likely to be a part of?

<sup>1</sup>Source: ABS, Labour Force, Detailed, National Skills Commission seasonally adjusted August 2022.

- |                                    |                            |                           |                              |
|------------------------------------|----------------------------|---------------------------|------------------------------|
| ⇒ Accountants                      | ⇒ Child-carers             | ⇒ Kitchenhands            | ⇒ Secondary School Teachers  |
| ⇒ Advertising, PR & Sales Managers | ⇒ Commercial Cleaners      | ⇒ Office Managers         | ⇒ Software & App Programmers |
| ⇒ Aged and Disabled Carers         | ⇒ Electricians             | ⇒ Primary School Teachers | ⇒ Storepersons               |
| ⇒ Checkout operators/Cashiers      | ⇒ General Clerks           | ⇒ Receptionists           | ⇒ Truck Drivers              |
|                                    | ⇒ General Sales Assistants | ⇒ Registered Nurses       | ⇒ Waiters                    |
|                                    |                            | ⇒ Retail Managers         |                              |

1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.
13.	14.	15.	16.
17.	18.	19.	20.

- Find out how many workers are employed in that occupation. Be sure to record 'when' the statistics were for. You can use <https://labourmarketinsights.gov.au> portal (or the new portal through [www.jobsandskills.gov.au](http://www.jobsandskills.gov.au)).



1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.
13.	14.	15.	16.
17.	18.	19.	20.



## Different Workplaces 7

1. Identify 5 people you know who work in **retail** workplaces. What is their job and who do they work for?

1	2	3	4	5
---	---	---	---	---

2. Identify 5 people you know who work in **office** workplaces. What is their job and who do they work for?

1	2	3	4	5
---	---	---	---	---

3. Identify 5 people you know who work in **teaching** and **training** workplaces. What is their job and who do they work for?

1	2	3	4	5
---	---	---	---	---

4. Identify 5 people you know who work in **health, medical** and **care** workplaces. What is their job and who do they work for?

1	2	3	4	5
---	---	---	---	---

5. Identify 5 people you know who work in **community** workplaces. What is their job and who do they work for?

1	2	3	4	5
---	---	---	---	---

6. Identify 5 people you know who work in **manufacturing** or **industrial** workplaces. What is their job and who do they work for?

1	2	3	4	5
---	---	---	---	---

7. Identify 5 people you know who work in **transport** or **outdoors**. What is their job and who do they work for?

1	2	3	4	5
---	---	---	---	---

8. Identify 5 people you know who work in **other** types of workplaces. What is their job and who do they work for?

1	2	3	4	5
---	---	---	---	---

9. What about you? What type of workplaces would you like to work in and why?

## 8 Have I Changed?

1. Have a think back to when you were in **Grade 2** at primary school. What 'jobs' did you want to have when you grew up? Why was that?

Back in Grade 2...	
Back then I wanted to be:	Because:

2. Have a think back to when you were in **Grade 6**. What 'jobs' did you want to have when you grew up? Why was that?

Back in Grade 6...	
Back then I wanted to be:	Because:

3. Have a think back to when you were in **Year 9**. What 'jobs' did you want to have when you grew up? Why was that?

Back in Year 9...	
Back then I wanted to be:	Because:

4. Now think about **right now**, today. What 'job(s)' do you want to have when you finish school? Why is that? So what is the same, and why? What has changed, and why?

5. What about **10 years in the future**? What might be the same, and what might have changed? Why might that be?

Employment information exists all around you. But finding the most relevant information for your career pathways development can at times be a tricky task.

1. Brainstorm a list of sources of information that you could use to help you achieve your career pathways goals.


2. Compare your list to someone else in the class who has similar career ambitions. Use each other's responses to refine and improve your lists.


3. Compare your list to someone else in the class who has different career ambitions from you. Use each other's responses to refine and improve your lists.


### Investigation & Discussion: Finding Employment Information



Search using Google. What will you type? Compare the results, are they relevant?

Ask your smart device. What will you say? Compare the results, are they relevant?

## 10 Getting Advice

Sometimes, one of the best sources of advice about career pathways is from people who are working and have already taken steps to develop their own careers. Then you can apply some of their knowledge to your own situation.

1. Complete this table by interviewing 4 different workers.

<b>Worker: Name, age and job.</b>	<b>How did they get their start in the labour market?</b>	<b>How did (or would) they take the next step in their career?</b>	<b>What is their long- term ambition? Has this changed?</b>
A friend or peer your own age. Their details:			
Someone in their early to mid-20s. Their details:			
Someone else in their early to mid-30s. Their details:			
Someone who is working in a managerial role. Their details:			
Someone who is self-employed. Their details:			

### Applied & Discussion: Asking others

From your interviews, list 3-4 concise pieces of advice that you can apply to your own career pathways development. Report back to the class.

- 1.
- 2.
- 3.
- 4.

You know, sometimes we can learn even more by talking with people much older than ourselves. They are likely to have been through a lot and to have seen a lot of changes in the labour market.

1. Complete this table by interviewing 4 different people/workers.

Worker: Name, age and job.	How did they get their start in the labour market?	How did they take their next steps in their career?	What was their long-term career ambition? Did this change over time?	What events and obstacles did they have to deal with and overcome?
Someone aged in their 40s. Their details:				
Someone aged in their 50s. Their details:				
Someone in their 60s. Their details:				
Someone who is retired. Their details:				

FULL  
PREVIEW  
SAMPLE

**Applied & Discussion: Asking others**

From your interviews with older people, list 4 concise pieces of advice that you can apply to your own career pathways development. Report back to the class.

- 1.
- 2.
- 3.
- 4.

## 12 Employment Status

- Interview people you know who are 'employed' under each of these different workplace arrangements (job status). Fill in the table based on their responses.

Employment status	Occupation	Usual work hours	What they like about their job status	What they dislike about their job status
full-time				
full-time				
full-time				
part-time				
casual				
casual				
(sub) contractor				
owner/operator				

FULL  
PREVIEW  
SAMPLE

- Think about an industry that you are interested in. Give examples of the types of occupations that might commonly involve these different job statuses.

Industry:				
full-time	part-time	casual	(sub) contractor	owner/operator

1. In your opinion, which jobs in society are regarded as having the highest status? Create a top 10. For each one, briefly explain your reasons.

High status jobs				
1.	2.	3.	4.	5.
6.	7.	8.	9.	10.

2. In your opinion, which jobs in society are the most important? Create another top 10. For each one, briefly explain your reasons.

Most important jobs				
1.	2.	3.	4.	5.
6.	7.	8.	9.	10.

3. In your opinion, which jobs in society are undervalued? Create a top 5. For each one, briefly explain why you think this happens.

Most undervalued jobs				
1.	2.	3.	4.	5.

4. If you had the skills, abilities, talent, attitude, dedication, experience, qualifications, perseverance, patience, contacts and other attributes, what would be your dream job and why? How hard would it be to achieve this goal?

## 14 Personal Values for Working

Personal values are an important factor in why people choose to do the jobs they do and what they expect to get from their career choices.

1. Interview 5 different workers and find out the values that they expect to get from working. Ask them how long they have been working in this job role.
2. Also ask them if their current job delivers on these personal values for them, and why or why not?

Worker // Job // How long?	Values they expect to get from working?	Does their job deliver these personal values? Why/why not?
Worker in their teens.		
Worker in their 20s.		
Worker in their 30s.		
Worker in their 40s.		
Worker 50+.		

**FULL  
PREVIEW  
SAMPLE**



Now is a good time to reflect on what you expect to get from working. Answer these questions honestly about you, your feelings, your expectations and your challenges.

1. Why do I want to work?

2. In relation to a job, what do I want to do and why?

3. How will working help me grow as a person?

4. How will me working help others?

5. At the end of my work day I want to feel...

6. When I tell others what I do for work, I want to feel...

7. Steps I have taken to improve my work readiness include:

8. Actions I still need to take to improve my work readiness include:

## 16 Emotional Intelligence

As you know from PDS, interpersonal skills rely on having well-developed emotional intelligence. And some jobs, especially workers dealing with people, require applied emotional intelligence for nearly all their job tasks.

Give examples of how these types of workers will apply emotional intelligence in their day-to-day job roles. Add 1 more emotional intelligence skill.

Emotional intelligence	Police officer	Personal trainer	Vet nurse	Tradie (domestic)
Communication				
Empathy				
Patience				
Intuition				
Flexibility				
Initiative				
Motivation				
Trustworthiness				
Self-confidence				
Responsibility				
Teamwork				

**FULL  
PREVIEW  
SAMPLE**

Workers need a range of skills and competencies to effectively perform their work tasks. So employers are on the lookout for potential workers who are more skilled.

However, when it comes to skills development, the more you do yourself, prior to getting a job, then the more likely you are to become more employable.

1. What training and qualifications have I completed?

--	--	--

2. What training and qualifications could help me become more employable?

--	--	--

3. What volunteer and community experiences have I completed?

--	--	--

4. What volunteer and community experiences could help me become more employable?

--	--	--

5. What personal skills and attributes could I apply to work-related situations?

--	--	--

6. What could I do today, on the weekend, and next week to help me to boost my employability?

--	--	--

7. Who could help me become more employable, and how?

--	--	--

FULL  
PREVIEW  
SAMPLE

## 18 Workplace Safety Hazards

The right to a safe workplace as part of OH&S/WHS is always a shared responsibility by workers, managers, employers and other relevant work-related stakeholders.

1. Reflect on an industry in which you are interested. What are the key workplace safety hazards and issues that could impact on workers?
2. What are the responsibilities of employers and managers to ensure that they minimise the risk associated with these hazards?
3. What are the responsibilities of workers to ensure that they minimise the risk associated with these hazards on a day-to-day basis?
4. Find or create images to illustrate these examples of workplace safety in action.

Industry:			
Workplace safety hazards and issues	Responsibilities of employers & managers	Responsibilities of workers	Image

**FULL  
PREVIEW  
SAMPLE**

1. Create a 4-panel narrative that uses text and/or images to illustrate people working unsafely in work-related situations.

i	ii
iii	iv

2. Now apply your knowledge of workplace safety to read a 4-panel narrative that uses text and/or images to illustrate people working safely in work-related situations

i	ii
iii	iv

## 20 Industries all Around

Have a think about all the activities that you do in a normal day, and how as part of these you consume goods and make use of services.

1. List what you do and the different goods and services you access in a normal day.
2. What industries and occupations are involved in producing those goods and providing those services?

What I do...	This involves these goods and/or services	Industries involved	Occupations involved

**FULL  
PREVIEW  
SAMPLE**

1. Work in pairs to find people who work, or have worked, in each of the 19 ANZSIC industries. You might need to look at videos and case studies online for some.

ANZSIC industry	Person & occupation	ANZSIC industry	Person & occupation
Accommodation & Food Services		Manufacturing	
Administrative & Support Services		Mining	
Agriculture, Forestry & Fishing		Other Services	
Arts & Recreation Services		Professional, Scientific & Technical Services	
Construction		Public Administration & Safety	
Education & Training		Rental, Hiring & Real Estate Services	
Electricity, Gas, Water & Waste Services		Retail Trade	
Financial & Insurance Services		Transport, Postal & Warehousing	
Health Care & Social Assistance		Wholesale Trade	
Information, Media & Telecommunications			

FULL PREVIEW SAMPLE

2. Interview 4 people from different industries. Summarise their job roles, and any advice they give you about working in that industry.

## 22 A Day in the Life

Imagine you have secured an entry-level job in an industry that you want to work in. What do you think you will have to do in a normal day of work? Include getting ready and to and from work, your most likely job roles, your breaks, people you will interact with, technologies you will use, and other important factors.

**Job:**

**Industry:**

Times:	Times:	Times:
Times:	Times:	Times:
Times:	Times:	Times:
Times:	Times:	Times:
Times:	Times:	Times:

**FULL PREVIEW SAMPLE**



Choose an industry and interview 2 different workers. Ask them about the influence of different factors and how these have impacted on their job roles.

Use the questions in the table as prompts, but add others that are specific for your chosen industry.

Industry:		
	Worker 1	Worker 2
Occupation & age.		
Employer/ workplace.		
How long employed?		
Impact of customer/client demands?		
Impact of economic factors?		
Impact of OHS/WHS?		
Impact of digital technologies?		
Training requirements?		
Impact of sustainability?		
Impact of quality standards?		
Other:		
Other:		
Advice for you.		

**FULL  
PREVIEW  
SAMPLE**

## 24 Employability Skills

Think about your preferred occupation as part of your future career pathway.

1. List 5 of the most important job roles and responsibilities.
2. Describe how you would be expected to demonstrate a range of employability skills in day-to-day work roles for that occupation. Make sure you cover all 8 skills.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> communication                    | <input type="checkbox"/> learning                | <input type="checkbox"/> self-awareness   |
| <input type="checkbox"/> initiative and enterprise skills | <input type="checkbox"/> planning and organising | <input type="checkbox"/> teamwork         |
|   | <input type="checkbox"/> problem-solving         | <input type="checkbox"/> using technology |

Occupation:

Industry:

Job role	Employability skill 1	Employability skill 2
	ES1: ⇒	ES2: ⇒
	ES1: ⇒	ES2: ⇒
	ES1: ⇒	ES2: ⇒
	ES1: ⇒	ES2: ⇒
	ES1: ⇒	ES2: ⇒

FULL  
PREVIEW  
SAMPLE

When you work, you are employed in an occupational role within an industry. This means that you have to develop and demonstrate industry-specific skills on an ongoing basis.

1. Reflect on work experience or work placement that you have undertaken. Identify the occupation, the industry and the job roles you performed.
2. Describe how you demonstrated industry-specific skills in these job roles. How did you learn these skills?

<b>Occupation:</b>		<b>Industry:</b>
<b>Job roles</b>	<b>Industry-specific skill</b>	<b>How did I learn this?</b>

FULL  
PREVIEW  
SAMPLE

3. How could you transfer any of these skills to a totally different industry?

## 26 Australian Apprenticeships

Choose an industry in which you are interested.

1. Find out key information about Australian Apprenticeships available for different entry-level occupations in that industry. (Don't forget traineeships & ASbAs).

Industry:			
Occupation	Australian Apprenticeship Qualification	Duration	Other information
e.g. Jockey	Certificate IV in Racing (Apprentice Jockey)	4 years	Jockey's must be licensed and meet minimum age.

2. Interview a current Australian Apprentice. Ask them these questions, and add others that are relevant to the particular occupation and industry.

Interviewee:		Date:	
Occupation	Qualification	Employer	Duration & stage
Pay rates	Allowances	Off-the-job training	On-the-job training
Main tasks			
What they like:		What they dislike:	
other:		other:	

Given below are National Training Wage rates for a non-adult trainee as applicable to 2022/23, based on school level, and years out of school.

- Calculate how much a trainee would earn per hour and annually.

Note: To calculate wage per hour you will need to divide the weekly wage by 30.4.

<b>National Training Wage Pay Rates: 2022/23</b>			
<b>According to the Miscellaneous Award 2020, Schedule E</b>			
<b>School Leaver Wage Level A</b>	<b>...and has completed Year 10</b>	<b>...and has completed Year 11</b>	<b>...and has completed Year 12</b>
<b>Just left school</b>	Week: \$363.40	Week: \$400.10	Week: \$475.90
	Hour: \$11.95	Hour:	Hour:
	Year: \$18,896.80	Year:	Year:
<b>Plus 1 year out of school</b>	Week: \$400.10	Week: \$475.90	Week: \$553.90
	Hour:	Hour: \$15.65	Hour:
	Year:	Year: \$24,746.80	Year:

- Find out the current rates for this year. Complete the same type of table.

<b>National Training Wage Pay Rates 20__/__</b>			
<b>According to the:</b>			
<b>School Leaver Wage Level A</b>	<b>...and has completed Year 10</b>	<b>...and has completed Year 11</b>	<b>...and has completed Year 12</b>
<b>Just left school</b>	Week:	Week:	Week:
	Hour:	Hour:	Hour:
	Year:	Year:	Year:
<b>Plus 1 year out of school</b>	Week:	Week:	Week:
	Hour:	Hour:	Hour:
	Year:	Year:	Year:

- Research the hourly pay rate associated with an occupation related to an Australian Apprenticeship you are interested in. If you find out different percentages, then change those in the table. Complete this table.

<b>Australian Apprenticeship/ Occupation</b>				
<b>'Adult' wage</b>	<b>1st year 55%</b>	<b>2nd year 60%</b>	<b>3rd year 80%</b>	<b>4th year 95%</b>
	Pay:	Pay:	Pay:	Pay:
	Week:	Week:	Week:	Week:
	Year:	Year:	Year:	Year:

- In small groups, discuss the pay associated with Australian Apprenticeships. What do you think about this? Any suggestions? Report back to the class.

## 28 Technical Skills Infographic

Create a diagram or infographic that illustrates the type of technical skills needed by workers in a particular industry. Create and/or source images online and from workplaces. Present and explain this to the class.

**FULL  
PREVIEW  
SAMPLE**

Interview 2 workers (1 should be a manager) from a workplace you are familiar with.

1. Find out the training they undertook to get a start in their career in this job role.
2. Find out the training they have undertaken after starting in this job.
3. Describe on-the-job training and off-the-job training they are expected to do.
4. Find out the OHS/WHS training they have had to complete.
5. Ask them about what type of training is needed to advance in their job.
6. Finally, ask for advice about what training you should do to improve your employability.

<b>Person 1:</b> <b>Occupation:</b> <b>Employer:</b>	<b>Age:</b> <b>Started:</b>	<b>Person 2:</b> <b>Occupation:</b> <b>Employer:</b>	<b>Age:</b> <b>Started:</b>
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	

FULL  
PREVIEW  
SAMPLE

## 30 My Transferable Skills

1. Describe your strongest personal competencies that you can be relied upon to deliver time and time again.

My personal competencies		

2. Describe your strongest social competencies that you can be relied upon to use when dealing with other people in social situations.

My social competencies		

3. Describe how you could transfer your personal and social competencies to applied work-related situations. Use examples directly related to an industry or occupations.

Industry:	Occupation(s):	



1. Interview a worker from a job you are interested in. Ask their advice about the most important personal and social competencies to work effectively in their job role.

Worker:	Occupation(s):
Most important personal competencies	Most important social competencies

2. Now, interview a manager of workers in a job you are interested in. Ask them about the most important personal and social competencies needed for that job role.

Manager:	Occupation(s):
Most important personal competencies	Most important social competencies

FULL  
PREVIEW  
SAMPLE

## 32 What About Me?

1. Interview 4 different people and ask them to nominate 4 positive traits, skills, abilities or other benefits that you contribute (or could) to work-related situations.

Person 1 & Role:				
Person 2 & Role:				
Person 3 & Role:				
Person 4 & Role:				

2. Using these responses, compile concise positive statements about yourself that also include an example of evidence (e.g. I am good in teams because I am able to organise people's rosters.)


- 1. Use the problem-solving tool of brainstorming to list 8-10 contacts who could be part of your job-seeking network.
- 2. Briefly explain why these people would be good network contacts for you.


- 3. Discuss your lists in small groups and report back to the class. Find 4 more contacts from the lists of your class members that you can add to your own network. Why might these people be good network contacts for you?

--	--	--	--

- 4. Contact 3 people from these lists, and note the advice that they give you about starting out in industry and job-seeking.

--	--	--

## 34 My Personal Attributes

1. List 12 attributes about you and your work-related skills and experiences that should be on your résumé.
2. Number each of these to match the different sections of a résumé. Are there any of your résumé sections that you need to beef up a little?


**FULL  
PREVIEW  
SAMPLE**

3. List 6 more work-related attributes that you need to develop to include on your résumé. What actions will you take to achieve these?


Create a photo-essay to illustrate you working effectively in work-related situations. Provide brief captions to annotate this. Include use of tools, equipment, machinery as relevant, as well as you working safely. Start storyboarding your ideas here.


**FULL  
PREVIEW  
SAMPLE**

## 36 They're Looking For Someone Who...

1. Reflect on your preferred occupation that you would like to achieve as part of your career pathway. Describe what you think employers would be looking for in a young applicant for this job. Consider skills, training, experience, personal attributes and other relevant traits.

Occupation:				
Personal skills and attributes				
Industry-specific skills				
Technical skills				
Training & Qualifications				
Experience				

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PREVIEW  
SAMPLE

2. What evidence would you need to communicate, present or provide to an employer to show you meet these expectations?

**Personal skills and attributes**

**Industry-specific skills**

**Technical skills**

**Training, qualifications & experience**


Many application processes require applicants to tailor their résumé to suit different positions. They might also require you to enter résumé-style information into pre-formatted form fields.

1. Identify 6 key examples of your skills, experiences, qualifications and other information that are likely to be the same for any application. Calculate word & character length.


2. Now identify another 4 examples of skills, experiences, qualifications and other information that will likely need to be modified for different applications. Choose 2 different jobs and 'modify' these to suit each occupation/industry.

Occupation/ Industry 1	Occupation/ Industry 2

## 38 Am I There Yet?

1. Find 3 job ads that you are interested in either now, or when you finish school.
2. Summarise each one, listing key duties, tasks, qualifications, and experience. 
3. For each, explain how you currently fulfil these requirements now; or what you can do to get the skills, qualifications and experience to fulfil these requirements in the future.

1st Job details.	2nd Job details.	3rd Job details.
Key duties, tasks, etc..	Key duties, tasks, etc..	Key duties, tasks, etc..
Qualifications and experience.	Qualifications and experience.	Qualifications and experience.
What do you have to/need to do?	What do you have to/need to do?	What do you have to/need to do?

**FULL  
PREVIEW  
SAMPLE**



1. Write a job advertisement for your ideal job. Include all the skills and abilities that an employer would be looking for in a young applicant as selection criteria. Start drafting ideas below then complete this in your work folios.

**Occupation:**


2. Do you meet these 'selection criteria' for your ideal job? Why/why not? What can you do about this, and from whom do you get your help?

**Occupation and my readiness:**


## 40 What Would I Say?

1. Anticipate 10 questions, and devise suitable answers, for a job you are interested in.
2. Role-play interview scenarios with other members of the class. (Think of applying SAO.)

Position:	
Questions	Answers
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

**FULL  
PREVIEW  
SAMPLE**

Create a poster, presentation, rap or infographic that summarises the top 10 tips you would give a person your age preparing for a job interview. Start drafting these below.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

**FULL  
PREVIEW  
SAMPLE**

## 42 What Can I Offer?

It is true that employers are looking for young workers with skills and qualifications. But many employers, especially owners of smaller businesses, are looking for the right person to fit their 'team'. So it is important that you can communicate your generic personal skills and attributes to a potential employer.

Answer each of these questions from a potential employer honestly. Then describe an example of evidence that proves your response.

1. What could I always rely on you to do?

--	--	--

2. What can I trust you with?

--	--	--

3. What work tasks would you do, even if you don't like doing them?

--	--	--

4. What extra expertise could you bring that I might not have?

--	--	--

5. How could I help you grow as a person?

--	--	--

6. If you were me, why should I employ you?

--	--	--

**FULL  
PREVIEW  
SAMPLE**

## Workplace Learning - Timesheet 43

**Summarise the time you worked for your workplace learning (or volunteer/community work).**

<b>Name:</b>		<b>Workplace:</b>		<b>Dates:</b>	
<b>Supervisor:</b>				<b>Total time worked:</b>	

Day/Date	Starting time	Ending time	Time at work	Breaks hrs/min	Total time hrs/min
Monday May 3rd	8.30am	4.45pm	8 hours/ 15 min	12-1pm 60 min	7 hours/ 15 min
<i>Total days:</i>			<i>Total time at work:</i>	<i>Total breaks:</i>	<i>Total time worked:</i>

FULL PREVIEW SAMPLE

<b>Outline any other information to explain the times shown above.</b>	
--	--

<b>Student signature:</b>		<b>Date:</b>	
<b>Supervisor's signature:</b>		<b>Date:</b>	

## 44 Workplace Learning: Daily Journal

You must complete one of these record pages for each day of your work placement.

<b>Name:</b>		<b>Day:</b>		<b>Date:</b>	
<b>Workplace:</b>		<b>Supervisor:</b>		<b>Time worked:</b>	
Times		Description of main tasks performed/duties undertaken.			
e.g 8-9am					
2 Skills developed		Description of how you developed these work-related skills. (Consider employability, and/or industry-specific skills as per your teacher's instructions.)			
<b>Outline an example of technology used as part of your work tasks today.</b>					
<b>Describe an OH&amp;S/ WHS practice you followed or observed in action.</b>					
<b>Outline any special arrangements or requirements for tomorrow.</b>					
<b>Student signature:</b>		<b>Date:</b>			
<b>Supervisor's signature:</b>		<b>Date:</b>			

FULL  
PREVIEW  
SAMPLE

## Workplace Learning: Daily Journal 45

**You must complete one of these record pages for each day of your work placement.**

<b>Name:</b>	<b>Day:</b>	<b>Date:</b>
<b>Workplace:</b>	<b>Supervisor:</b>	<b>Time worked:</b>

Times	Description of main tasks performed/duties undertaken.
e.g 8-9am	

FULL  
PREVIEW  
SAMPLE

2 Skills developed	Description of how you developed these work-related skills. (Consider employability, and/or industry-specific skills as per your teacher's instructions.)

<b>Outline an example of technology used as part of your work tasks today.</b>	
--	--

<b>Describe an OH&amp;S/ WHS practice you followed or observed in action.</b>	
---	--

<b>Outline any special arrangements or requirements for tomorrow.</b>	
---	--

<b>Student signature:</b>	<b>Date:</b>	
<b>Supervisor's signature:</b>	<b>Date:</b>	

## 46 Workplace Learning: Daily Journal

You must complete one of these record pages for each day of your work placement.

<b>Name:</b>		<b>Day:</b>		<b>Date:</b>	
<b>Workplace:</b>		<b>Supervisor:</b>		<b>Time worked:</b>	
Times	Description of main tasks performed/duties undertaken.				
e.g 8-9am					
2 Skills developed	Description of how you developed these work-related skills. (Consider employability, and/or industry-specific skills as per your teacher's instructions.)				
<b>Outline an example of technology used as part of your work tasks today.</b>					
<b>Describe an OH&amp;S/ WHS practice you followed or observed in action.</b>					
<b>Outline any special arrangements or requirements for tomorrow.</b>					
<b>Student signature:</b>				<b>Date:</b>	
<b>Supervisor's signature:</b>				<b>Date:</b>	

FULL  
PREVIEW  
SAMPLE



## Workplace Learning: Daily Journal 47

You must complete one of these record pages for each day of your work placement.

Name:		Day:		Date:	
Workplace:		Supervisor:		Time worked:	

Times	Description of main tasks performed/duties undertaken.
e.g 8-9am	

**FULL  
PREVIEW  
SAMPLE**

2 Skills developed	Description of how you developed these work-related skills. (Consider employability, and/or industry-specific skills as per your teacher's instructions.)

Outline an example of technology used as part of your work tasks today.	
---	--

Describe an OH&S/ WHS practice you followed or observed in action.	
--	--

Outline any special arrangements or requirements for tomorrow.	
--	--

Student signature:		Date:	
Supervisor's signature:		Date:	

## 48 Workplace Learning: Daily Journal

You must complete one of these record pages for each day of your work placement.

<b>Name:</b>		<b>Day:</b>		<b>Date:</b>	
<b>Workplace:</b>		<b>Supervisor:</b>		<b>Time worked:</b>	
Times		Description of main tasks performed/duties undertaken.			
e.g 8-9am					
2 Skills developed		Description of how you developed these work-related skills. (Consider employability, and/or industry-specific skills as per your teacher's instructions.)			
<b>Outline an example of technology used as part of your work tasks today.</b>					
<b>Describe an OH&amp;S/ WHS practice you followed or observed in action.</b>					
<b>Outline any special arrangements or requirements for tomorrow.</b>					
<b>Student signature:</b>		<b>Date:</b>			
<b>Supervisor's signature:</b>		<b>Date:</b>			

**FULL  
PREVIEW  
SAMPLE**

**You must complete one of these record pages for each day of your work placement.**

<b>Name:</b>	<b>Day:</b>	<b>Date:</b>
<b>Workplace:</b>	<b>Supervisor:</b>	<b>Time worked:</b>

Times	Description of main tasks performed/duties undertaken.
e.g 8-9am	

FULL PREVIEW SAMPLE

2 Skills developed	Description of how you developed these work-related skills. (Consider employability, and/or industry-specific skills as per your teacher's instructions.)

<b>Outline an example of technology used as part of your work tasks today.</b>	
--	--

<b>Describe an OH&amp;S/ WHS practice you followed or observed in action.</b>	
---	--

<b>Outline any special arrangements or requirements for tomorrow.</b>	
---	--

<b>Student signature:</b>	<b>Date:</b>	
<b>Supervisor's signature:</b>	<b>Date:</b>	

## 50 Evaluation - My Work-Related Skills

This evaluation needs to be completed by your supervisor in relation to your work placement (or volunteer/community work). Your teacher might also instruct you to self-assess and/or have your colleagues/team member(s) complete an evaluation.

Student: \_\_\_\_\_

Workplace: \_\_\_\_\_

Student's role: \_\_\_\_\_

Evaluated by: \_\_\_\_\_ Position: \_\_\_\_\_

Ability to effectively:	Excellent	Very Good	Good	Basic	Not shown
⇒ Communicate within team.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Communicate with others.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Plan and organise.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Manage time.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Work safely .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Demonstrate task skills .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Use technology appropriately .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Apply leadership strategies .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Solve problems .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Be adaptable .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Accept responsibility .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Contribute to the team.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FULL  
PREVIEW  
SAMPLE

Briefly describe three of this student's most successful contributions/areas of involvement.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Briefly suggest areas that this student should aim to develop further.

1. \_\_\_\_\_
2. \_\_\_\_\_

Feel free to comment further. (Add another page or another evaluation if necessary.)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

This evaluation needs to be completed by your supervisor in relation to your work placement (or volunteer/community work). Your teacher might also instruct you to self-assess and/or have your colleagues/team member(s) complete an evaluation.

Student: \_\_\_\_\_

Workplace: \_\_\_\_\_

Student's role: \_\_\_\_\_

Evaluated by: \_\_\_\_\_ Position: \_\_\_\_\_

**Specific work-related skills or competencies successfully demonstrated by the student included:**

e.g. Safely used kitchen equipment including microwave, industrial dishwasher and peeling machine.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FULL  
PREVIEW  
SAMPLE**

Briefly suggest areas that this student should aim to develop further.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Feel free to comment further. (Add another page or another evaluation if necessary.)

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## 52 I Know Better Now

Explain 5 things or issues that you previously believed or thought were true about the world of work, but for which you've changed your mind, as a result of your VM: WRS 1&2 studies. For each, explain why you changed your mind/opinion.

**FULL  
PREVIEW  
SAMPLE**

Now that you have completed your VM: WRS 1&2 units, create an **'after'** representation of the new, and more work-ready, 'vocational' you. You might create an artwork, a graphic, an image, a song, a profile, a CV or some other representation.



**FULL  
PREVIEW  
SAMPLE**

## 54 Review and Reflection

Complete this journal to reflect on your study of the Work Related Skills units.

Journal of: \_\_\_\_\_ Date: \_\_\_\_\_

⇒ What did I most enjoy during this year as part of my Work Related Skills studies?

⇒ What major work-related skills did I develop and apply?

⇒ How did I use and apply what I learned for my personal and social activities?

⇒ How did I use and apply what I learned in my career pathways planning?

⇒ What might be the most important things for me to focus on next, and why?

⇒ What other information can I share and/or how would I summarise my experiences?

**FULL  
PREVIEW  
SAMPLE**



**VCE: Vocational Major**

*Note: 3&4 due Nov & Dec '23	Printed Coursebook	Applied Vocational Booklet	Master license PDFs	e-version Master license PDFs	3&4 Interim masters
*Literacy VM: 3&4	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495	- Available now
*Numeracy VM: 3&4	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495	- Available now
*Personal Development VM: 3&4	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495	Available in Oct
*Work Related Skills VM: 3&4	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495	- Available now
Literacy VM: 1&2	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495	
Numeracy VM: 1&2	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495	
Personal Development VM: 1&2	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495	
Work Related Skills VM: 1&2	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495	

**Vocational Pathways Certificate**

*Note: 3&4 due Dec '23 & Jan '24	Printed Coursebook	Applied Vocational Booklet	Master license PDFs	e-version Master license PDFs	3&4 Interim masters
*Literacy VPC: 3&4	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495	Available from Nov
*Work Related Skills VPC: 3&4	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495	Available from Nov
Literacy VPC: 1&2	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495	
Numeracy VPC: 1&2	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495	
Personal Development VPC: 1&2	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495	
Work Related Skills VPC: 1&2	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495	

**Vocational and Work Education Resources**

	Printed Book	e-version Master license PDFs
Work Experience Journal	___ @ \$22	or ___ @ \$165
Work Placement Journal	___ @ \$33	or ___ @ \$220
PDS Planner: VPC 1&2	___ @ \$33	or ___ @ \$220
PDS Planner: VM 1&2	___ @ \$33	or ___ @ \$220
*PDS Planner: VM 3&4 (exp Jan '24)	___ @ \$33	or ___ @ \$220
Foundation Numeracy	___ @ \$44	na
Senior Numeracy	___ @ \$44	na

**WACE: Career and Enterprise**

	Printed Text Coursebook	e-version Master PDFs
Career and Enterprise		
CAE: General 11 2ed	___ @ \$60	or ___ @ \$660
CAE: General 12/ATAR 11 2ed	___ @ \$62	or ___ @ \$660
CAE: ATAR 12 2ed	___ @ \$68	or ___ @ \$770
CAE: Foundation 11	___ @ \$55	or ___ @ \$595
CAE: Foundation 12	___ @ \$55	or ___ @ \$595

**VCE: Industry and Enterprise**

**New editions were released in 2022**

I&E Unit 1: Workplace Participation 5ed - book	___ @ \$38
I&E Unit 1: Workplace Participation - e-master	___ @ \$550
I&E 1&2: Towards an Enterprising You 6ed - book	___ @ \$55
I&E 3&4: Towards an Enterprising Australia 5ed - book	___ @ \$68

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