WORK RELATED SKILLS Applied Vocational Booklet

VM 1&2

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michael@delivereducation.com.au

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Published December 2022 by DELIVER Educational Consulting, PO BOX 40, Moonee Vale, 3055, Victoria, Australia.

Contact: www.delivereducation.com.au michael@delivereducation.com.au (03) 9939 1229

Work Related Skills VM: 1&2 - Applied Vocational Booklet (978-1-925172-77-5) ISBN for printed book only.

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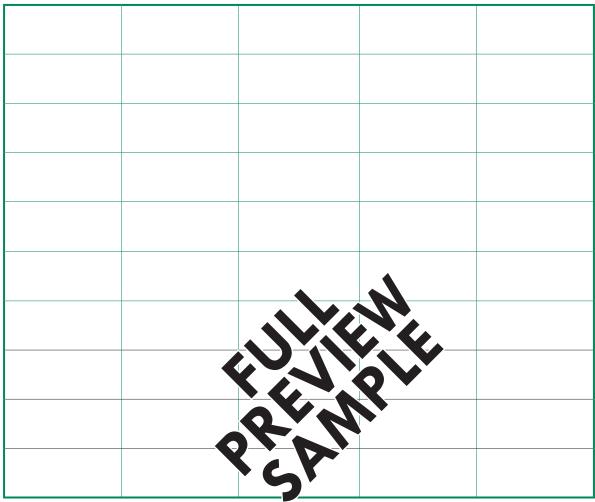
List 20 organisations or workplaces that are a part of your local area. Outline what they do. Classify them by their industry. Are they commercial businesses or not-for-profits?

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

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?



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?

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. (1 p.6)

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?
		Y '
	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	·
	O M	
	0	
2. What types of jobs are ava	ailable for peop : working in re	tail? Would you like to do that
job? Why/why not?		
	1	

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. (1 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?

	•
X 7 9	
	•
0/7/	
2. What types of jobs are available for popule working	in accommodation and food
services? Would you like to do that job? Why/why n	not?

6 Common Occupations

- 1. 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.
- 2. Estimate what you think to be the number of workers for each.

3. Which industry do you think each job is more likely to be a part of?

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

 ⇒ Accountants ⇒ Advertising, PR & Sales Managers ⇒ Aged and Disabled Carers ⇒ Checkout operators/Cashiers 	⇒ General Clerks⇒ General Sales	 ⇒ Kitchenhands ⇒ Office Managers ⇒ Primary School Teachers ⇒ Receptionists ⇒ Registered Nurses ⇒ Retail Managers 	 ⇒ Secondary School Teachers ⇒ Software & App Programmers ⇒ Storepersons ⇒ Truck Drivers ⇒ Waiters
1.	2.	3.	4.
5.	6.	7.	8.
9.	10.		12.
13.	14.	1	16.
17.	18.	19.	20.
'when' the statistic	wworkers are empless were for. You can use portal through www.jo	https://labourmarket	
1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.

13.

17.

14.

18.

15.

19.

16.

20.

Different Workplaces 7

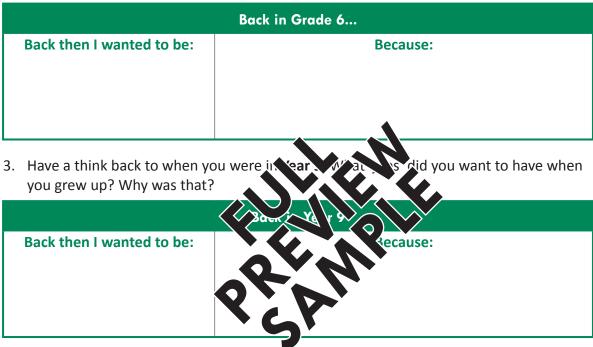
dentify 5 people you known they work for? 2 dentify 5 people you known their job and who do they	3 w who work in te a	4	5	
o they work for? 2 dentify 5 people you knowneir job and who do they	w who work in tea work for?	4 aching and trainin	5	
dentify 5 people you kno neir job and who do they	w who work in tea work for?	aching and trainin		t is
neir job and who do they	work for?		g workplaces. Wha	t is
2	3	4		
			5	
		alth, medical and	care workplaces. W	Vhat is
2	3	1.	5	
dentify 5 people you knowho do they work for?	w who wask water	9. Y 4th W. 47 'ac	es. What is their jo	b and
2	3	R	5	
		t viacturing or in	dustrial workplaces	s. Wha
2	5'	4	5	
lentify 5 people you knowho do they work for?	w who work in tra	nsport or outdoo	rs . What is their job	and
2	3	4	5	
		ner types of work	places. What is thei	r job
2	3	4	5	
/hat about you? What ty	pe of workplaces	would you like to	work in and why?	
	lentify 5 people you known of they work for? 2 lentify 5 people you known their job and who do they work for? 2 lentify 5 people you known of the you known of they work for? 2 lentify 5 people you known of the you known of they work for? 2 lentify 5 people you known of the you known of they work for 2	lentify 5 people you know who work for? 2 lentify 5 people you know on one of the ore of their job and who do they work for? 2 lentify 5 people you know who work in transfer of the ore of the or	lentify 5 people you know who work with a respective way was and tho do they work for? 2 3 1 lentify 5 people you know to their job and who do they tork for? 2 4 lentify 5 people you know who work in transport or outdood they work for? 2 3 4 lentify 5 people you know who work in transport or outdood they work for? 2 3 4 lentify 5 people you know who work in other types of works and who do they work for? 2 3 4	lentify 5 people you know who with their journel of the dothey work for? 2 3 4 5 lentify 5 people you know the for? 2 4 5 lentify 5 people you know who work in transport or outdoors. What is their journel of the dothey work for? 2 3 4 5 lentify 5 people you know who work in transport or outdoors. What is their journel of the dothey work for? 3 4 5 lentify 5 people you know who work in transport or outdoors. What is their journel of the dothey work for? 5 lentify 5 people you know who work in other types of workplaces. What is their dothey work for?

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?



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.	1. Brainstorm a list of sources of information that you could use to help you achieve your career pathways goals.									
2.	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.									
			1							
			76							
3.	Compare your list to you. Use each other		las, who has different and improve your lists.	career ambitions from						
		7								
S	Investigation & Discussion: Finding Employment Information Search using Google. What will you type? Compare the results, are they relevant?									
<i>A</i>	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.

Worker: Name, age and job.	How did they get their start in the labour market?	How did (or would) they take the next step in their career?	What is their long- term ambition? Has this changed?
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:	88		
Someone who is self-employed. Their details:			

Applied & Discussion: Asking others

From y	our inter	rviews, l	ist 3-4	concise	pieces	of a	advice	that	you	can	apply	to	your	own
career	pathway	s devel	opmen	t. Repor	t back	to t	he clas	SS.						

- 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:	Q			
Someone who is retired. Their details:				

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

1. 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			10.1	
casual				
(sub) contractor		96		
owner/ operator		16		

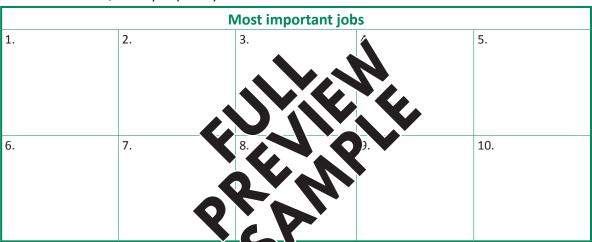
2. Think about an industry that you are interested in. Give examples of the types of occupations that might commonly involve these different job statuses.

Industry:	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.



3. In your opinion, which jobs in society ce 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.	65 VI	
Worker in their 40s.		
Worker 50+.		

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 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:

Now is a good time to reflect on what you expect to get from working. Answer these

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			N	
Flexibility	•			
Initiative	<	6/1		
Motivation		'5r		
Trustworthiness				
Self-confidence				
Responsibility				
Teamwork				

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 comme of the perion is a plan in the become more employable?
5.	What personal skills and attribute of a pply 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?

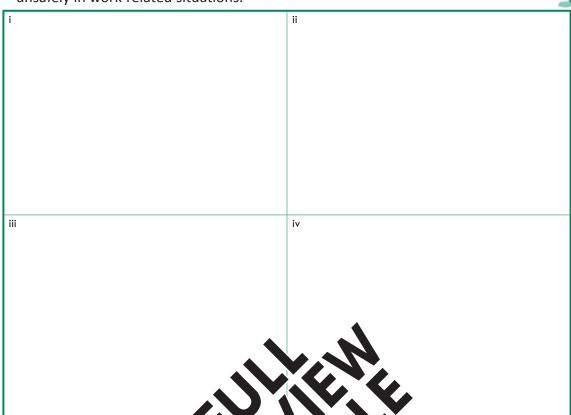
18 Workplace Safety Hazards

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.

dustry:			
Workplace safety hazards and issues	Responsibilities of employers & managers	Responsibilities of workers	lmage
	88		

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



2. Now apply your knowledge of Nor 4rces to real a 4-panel narrative that uses text and/or images to illustrate people we will really in work-related situations

851	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
		V.1/4	
			•
		7.9/	
	X		

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		Ret Rade	
Financial & Insurance Services		Vic. Fort, 679	
Health Care & Social Assistance		N olesale Nade	
Information, Media & Telecommunications	626		

2.	Interview 4 people from different in tries. 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:		Mmes:
Times:	Times:	Times:
Times:	Times:	Times:

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?		N
Impact of OHS/WHS?		
Impact of digital technologies?	OR W	
Training requirements?	4 6 M	
Impact of sustainability?		
Impact of quality standards?		
Other:		
Other:		
Advice for you.		

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.

☐ communication☐ initiative and en skills		☐ learning☐ planning and c☐ problem-solving		□ self-awareness□ teamwork□ using technology
Occupation: Industry:				
Job role	Er	mployability skill 1		Employability skill 2
	ES1:		ES	2:
	\Rightarrow		⇒	
		•		
	ES1:			
	\Rightarrow			V
			0	\'
	ES1:		ES	2:
		Y		
	\Rightarrow	2	\Rightarrow	
	ES1:		ES	2:
	\Rightarrow		\Rightarrow	
	ES1:		ES	2.
	LJI.		23.	~.
	\Rightarrow		⇨	

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?

cupation:	Industry:	
Job roles	Industry-specific skill	How did I learn this?
		C
	17.6	Y *
	Sr. W.	
	ASD.	

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.
		•	
	.1		

2. Interview a current Australian Apply the Alka, you the sequestions, and add others that are relevant to the particular occurs. The notice of the sequestions and add others that are relevant to the particular occurs.

Interviewee:		Date	:
Occupation	Qualif o.	Employer	Duration & stage
Pay rates	Allowances	Off-the-job training	On-the-job training
	Main	tasks	
What th	ney like:	What the	ey dislike:
other:		other:	

Australian Apprenticeships - Pay 27

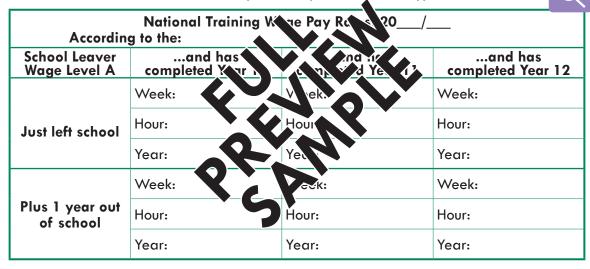
Given below are National Training Wage rates for a non-adult trainee as applicable to 2022/23, based on school level, and years out of school.

1. 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.

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

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



3. 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.

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

4. 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.

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.

Person 1:	Age:	Person 2:	Age:
Occupation:	Started:	Occupation:	Started:
Employer:		Employer:	
1.		1.	
2.		2.	
3.		3	
	66		
4.		4.	
5.		5.	
6.		6.	

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.



3. Describe how you could transfer your pe onal 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		
	A		

2. Now, interview a manager of work so a jok you se interested in. Ask them about the most important personal are occurred to see needed for that job role.

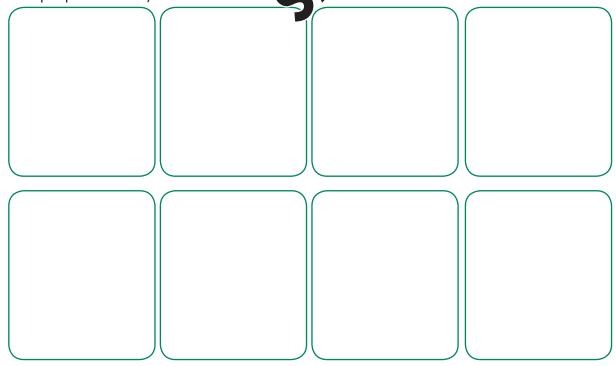
Manager: Supation(s):				
Most important personal compete	Most important social competencies			

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:			

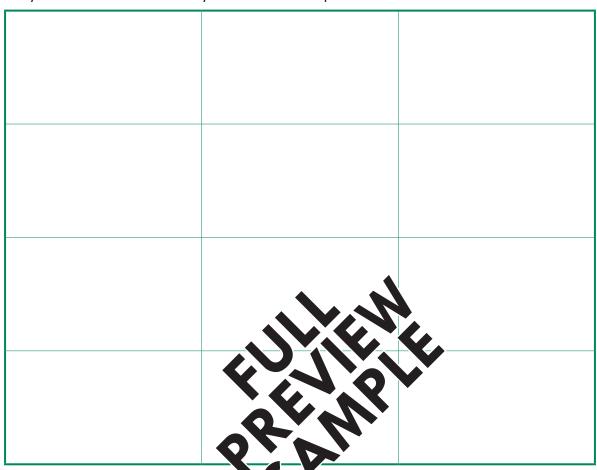
2. Using these responses, compile to the positive statements about yourself that also include an example of evidence (e.g. Lam. Vaccin teams because I am able to organise people's rosters.)



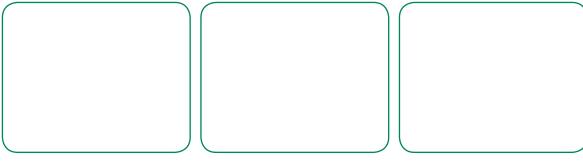
1. Use the problem-solving tool of brainstorming to list 8-10 contacts who could be part of your job-seeking network. 2. Briefly explain why these people would be good network contacts for you. 3. Discuss your lists in small group Find 4 more contacts from the lists of your class a ur own network. Why might these people would be good 4. Contact 3 people from these lists, and note the advice that they give you about starting out in industry and job-seeking.

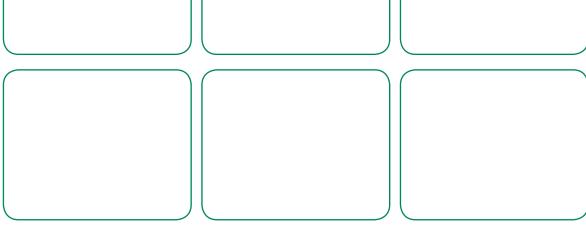
34 My Personal Attributes

- 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?



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





Showing What I Can Do 35

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.

Create a photo-essay to illustrate you working effectively in work-related situations.

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	08-111			
Experience	1 6			

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	
		ر
Technical skills	Training, qualifications & experience	
)

The Right Words for the Job 37

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

1.	Identify 6 key examples of your skills, expethat are likely to be the same for any appli	riences, qualifications and other information cation. Calculate word & character length.
2.	Now identify another 4 example of size, information that will likely reached modified by set of sun to	conscions and other divides on the constant of
	Occupation/ Industry 1	Occupation/ Industry 2

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.

1 st Job details.	2nd Job details.	3rd Job details.
Key duties, tasks, etc	Key duties, tasks, etc	Key duties, tasks, etc
Qualifications and experience.	Gradita vons and externence.	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?

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:				
	L			

2. Do you meet these 'selection critoria (r) you aloo why/why not? What can you do about this, and from whom 2 you get to re?

Occupation and my readiness:					
	7'				

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.	OK-LA.
7.	
8.	
9.	
10.	

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.	66 PM
7.	
8.	
9.	
10.	

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 with the them?
4.	What extra expertise could you in what was not have?
5.	How could I help you grow as a person?
6.	If you were me, why should I employ you?

Workplace Learning - Timesheet 43

Summarise the time you worked for your workplace learning (or volunteer/community work).					
Name:	Workplace:		Dates:		
Supervisor:					Total time worked:
Day/Date	Starting time	Ending time	Time at work	Breaks hrs/mir	n Total time hrs/min
Monday May 3rd	8.30am	4.45pm	8 hours/ 15 min	12-1pm 60 min	7 hours/ 15 min
		267			
Total days:			Total time at work:	Total breaks:	Total time worked:
Outline any other information to explain the time shown above.					
Student signature	::				Date:
Supervisor's signatu	ıre:				Date:

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					
	6-7W				
2 Skills	Description of h veloped these work-related ski	ills			
developed	(Consider employability, and/or in try-specific skills as per your teach				
Outline on a	xample of technology				
	f 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 si	Student signature: Date:				
Supervisor's	Supervisor's signature: Date:				

You must complete one of these record pages for each day of your work placement.					
Name: Workplace:	Day: Supervisor:	Date: Time worked:			
Times	Description of main tasks performed/duties undertaken.				
e.g 8-9am	Description of main lasks penorities/aones officentaken.				
	- R. M.				
2 Skills developed	Description developed these work-related ski (Consider employability, and didustry-specific skills as per your teach				
	kample of technology your work tasks today.				
	OH&S/ WHS practice or observed in action.				
	special arrangements nents for tomorrow.				
Student sig	nature:	Date:			
Supervisor's	signature:	Date:			

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						
	(2,1,9)					
	<u> </u>					
	OLP/					
2 Skills	Description or h veloped these work-related sk (Consider employability, and/or in try-specific skills as per your teac	ills.				
developed	(Consider employability, ana/or in arry-specific skills as per your reac	ner's instructions.				
	xample of technology your work tasks today.					
	OH&S/ WHS practice or observed in action.					
	special arrangements nents for tomorrow.					
Student siç	gnature:	Date:				
Supervisor's	signature:	Date:				

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					
	() () () () ()				
	0/2/				
2 Skills	Description a developed these work-related skill	lle.			
developed	(Consider employability, and/oldustry-specific skills as per your teach				
	kample of technology your work tasks today.				
	OH&S/ WHS practice or observed in action.				
	special arrangements nents for tomorrow.				
Student sig	inature:	Date:			
Supervisor's	signature:	Date:			

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					
	VE-IA				
2 Skills	Description of h veloped these work-related ski	ills			
developed	(Consider employability, and/or in try-specific skills as per your teach				
Outline on a	xample of technology				
	f your work tasks today.				
	OH&S/ WHS practice I or observed in action.				
	special arrangements ments for tomorrow.				
Student si	gnature:	Date:			
Supervisor's	signature:	Date:			

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					
	ON,				
	0,0,				
2 Skills	Description developed these work-related ski				
developed	(Consider employability, and dustry-specific skills as per your teach	ier's instructions.)			
	kample of technology your work tasks today.				
	OH&S/ WHS practice or observed in action.				
	special arrangements nents for tomorrow.				
Student sig	nature:	Date:			
Supervisor's	signature:	Date:			

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:		Positio	n:		
Ability to effectively:	Excellent	Very Good	Good	Basic	Not shown
⇒ Communicate within team					
⇒ Communicate with others					
⇒ Plan and organise					
⇒ Manage time					
⇒ Work safely					
⇒ Demonstrate task skills					
⇒ Use technology appropriately					
⇒ Apply leadership strategies	PA	12			
⇒ Solve problems					
⇒ Be adaptable					
Accept responsibility					
⇒ Contribute to the team	D				
Briefly describe three of this student's mo	Stel.sft	ıl contributi	ions/areas	of involve	ment.
1					
2					
3					
Briefly suggest areas that this student sho	ould aim to	develop fu	ırther.		
1					
2					
Feel free to comment further. (Add anoth	er page o	another e	valuation i	f necessar	y.)
Signed:				Date: _	

Evaluation - My Specific Skills 51

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.
6,24
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 | Know Better Now

Explain 5 things or issues that you previously believed or thought were true about world of work, but for which you've changed your mind, as a result of your VM: Wistudies. For each, explain why you changed your mind/opinion.	
	`
OR MI	
* 5 Y	

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.



54 Review and Reflection

Complete this journal to reflect on your study o	f the Work Related Skills units.
Journal of:	Date:
⇒ What did I most enjoy during this year as par	t of my Work Related Skills studies?
⇒ What major work-related skills did I develop a	and apply?
⇒ How did I use and apply what I learned for	v persona '' social activities?
	4.0
⇒ How did I use and apply what I is rned in n	areer pathways planning?
7	
⇒ What might be the most important things for	me to focus on next, and why?
⇒ What other information can I share and/or ho	ow would I summarise my experiences?

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