

WORK RELATED SKILLS

Applied Vocational Booklet

VM 3&4

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michael@deliverededucation.com.au

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

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e-mail: _____

School: _____

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Order No: _____ ABN: _____

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Postage \$ _____	Total Amount (approx) \$ _____	

	Done?	Date
1 What Do They Do?	<input type="checkbox"/>	<input type="checkbox"/>
2-3 Jobs, Jobs and More Jobs	<input type="checkbox"/>	<input type="checkbox"/>
4 Health Care and Social Assistance Industry	<input type="checkbox"/>	<input type="checkbox"/>
5 Construction Industry	<input type="checkbox"/>	<input type="checkbox"/>
6-7 Common Occupations	<input type="checkbox"/>	<input type="checkbox"/>
8-9 Common Occupations - Female	<input type="checkbox"/>	<input type="checkbox"/>
10- Common Occupations - 11 Male	<input type="checkbox"/>	<input type="checkbox"/>
12- Common Occupations - 13 Age	<input type="checkbox"/>	<input type="checkbox"/>
14- Unions	<input type="checkbox"/>	<input type="checkbox"/>
16- Codes of Conduct	<input type="checkbox"/>	<input type="checkbox"/>
18- Workplace Safety Hazards	<input type="checkbox"/>	<input type="checkbox"/>
20- I Saw the Sign	<input type="checkbox"/>	<input type="checkbox"/>
22- Pay and Conditions	<input type="checkbox"/>	<input type="checkbox"/>
24- Equal Opportunity	<input type="checkbox"/>	<input type="checkbox"/>
26- Workplace Bullying	<input type="checkbox"/>	<input type="checkbox"/>
28- Harassment is Not On!	<input type="checkbox"/>	<input type="checkbox"/>
30 Changing Communication	<input type="checkbox"/>	<input type="checkbox"/>
31 Australian Apprenticeships	<input type="checkbox"/>	<input type="checkbox"/>
32- Training and Employment 33 Advice	<input type="checkbox"/>	<input type="checkbox"/>
34 What About Me?	<input type="checkbox"/>	<input type="checkbox"/>

	Done?	Date
35 Building My Network	<input type="checkbox"/>	<input type="checkbox"/>
36 Updating My Résumé	<input type="checkbox"/>	<input type="checkbox"/>
37 Look at Me!	<input type="checkbox"/>	<input type="checkbox"/>
38 They're Looking For Someone Who...	<input type="checkbox"/>	<input type="checkbox"/>
39 Fitting It In	<input type="checkbox"/>	<input type="checkbox"/>
40-41 Meeting the Requirements	<input type="checkbox"/>	<input type="checkbox"/>
42-43 It's Cold Out There	<input type="checkbox"/>	<input type="checkbox"/>
44 Of Course I'd Say That	<input type="checkbox"/>	<input type="checkbox"/>
45 Workplace Learning: Refreshers	<input type="checkbox"/>	<input type="checkbox"/>
46 Workplace Learning: Daily Journal	<input type="checkbox"/>	<input type="checkbox"/>
47 Workplace Learning: Daily Journal	<input type="checkbox"/>	<input type="checkbox"/>
48 Workplace Learning: Daily Journal	<input type="checkbox"/>	<input type="checkbox"/>
49 Workplace Learning: Daily Journal	<input type="checkbox"/>	<input type="checkbox"/>
50 Workplace Learning: Daily Journal	<input type="checkbox"/>	<input type="checkbox"/>
51 Workplace Learning: Daily Journal	<input type="checkbox"/>	<input type="checkbox"/>
52 Evaluation - My Work-Related Skills	<input type="checkbox"/>	<input type="checkbox"/>
53 Evaluation - My Specific Skills	<input type="checkbox"/>	<input type="checkbox"/>
54 I Know Better Now	<input type="checkbox"/>	<input type="checkbox"/>
55 The Work Ready Me	<input type="checkbox"/>	<input type="checkbox"/>
56 Review and Reflection	<input type="checkbox"/>	<input type="checkbox"/>

Preview Sample:
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List 20 organisations or workplaces that people you know work in. Outline what the organisation does, and the job role of the person. Classify each by its industry. Are they commercial businesses or not-for-profits?

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

Preview Sample:
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2. Compare your lists to someone else in the class. Use each other's responses to refine and add to your lists.

3. There are about 14.1m people working in Australia (as at Aug '23)¹. And the top 10 occupations account for about 20% of all jobs.



¹ABS Labour Force, Australia, Detailed, August 2023

a. List what you think are the top 10 jobs in Australia. Estimate how many people are employed in that job.

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

b. Search online for the top 10 jobs in Australia. Find out how many people are employed in that job.

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

Preview Sample:
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4. How did you go with your list and your estimates? Where did you search?

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

4 Health Care and Social Assistance Industry

Over 2.1m workers in Australia are employed in the Health Care and Social Assistance Industry (the largest industry). And about 75% of all industry workers are women (Feb '23).¹

1. List 'Health Care and Social Assistance' providers you are aware of. What services do they provide? Are they large, medium or small; and private or public sector?

Health/ Social Asst Providers	What services do they provide?	Size/sector?

Preview Sample:
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2. What types of jobs are available for people working in health-care and social assistance roles? Would you like to do any of these jobs? Why/why not?

About 1.3m workers in Australia are employed in the Construction industry (3rd-largest industry). And about 86% of all industry workers are men (Feb '23)¹. (¹ ABS, Labour Force)

1. List 'Construction' operators you are aware of. What services do they provide? Are they a large, medium or small business; and/or a sub-contractor?

Construction firms	What services do they provide?	Size/subbie?

Preview Sample:
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2. What types of jobs are available for people working in construction? Would you like to do any of these jobs? Why/why not?

6 Common Occupations

- The top **50 most common occupations** in Australia account for 54% (7.14m) of all employment (as at May '23)¹. Have a go at ranking them in order from most employees to the least. (Use the table)

¹ Source: Australian Jobs. Australian Government, National Careers Institute, Jobs and Skills Australia 2023.

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

<input type="checkbox"/> Accountants	project administrators	<input type="checkbox"/> Office managers
<input type="checkbox"/> Accounting clerks	<input type="checkbox"/> Delivery drivers	<input type="checkbox"/> Plumbers
<input type="checkbox"/> Advertising and marketing professionals	<input type="checkbox"/> Education aides	<input type="checkbox"/> Primary school teachers
<input type="checkbox"/> Advertising, PR and sales managers	<input type="checkbox"/> Electricians	<input type="checkbox"/> Purchasing and supply logistics clerks
<input type="checkbox"/> Aged and disabled carers	<input type="checkbox"/> Gardeners	<input type="checkbox"/> Real estate sales agents
<input type="checkbox"/> Architectural, building and surveying technicians	<input type="checkbox"/> General clerks	<input type="checkbox"/> Receptionists
<input type="checkbox"/> Bar attendants and baristas	<input type="checkbox"/> General managers	<input type="checkbox"/> Registered nurses
<input type="checkbox"/> Bookkeepers	<input type="checkbox"/> Generalist medical practitioners	<input type="checkbox"/> Retail managers
<input type="checkbox"/> Carpenters and joiners	<input type="checkbox"/> Human resource managers	<input type="checkbox"/> Sales assistants (general)
<input type="checkbox"/> Checkout operators and office cashiers	<input type="checkbox"/> HR professionals	<input type="checkbox"/> Secondary school teachers
<input type="checkbox"/> Chefs	<input type="checkbox"/> ICT managers	<input type="checkbox"/> Software and applications programmers
<input type="checkbox"/> Child care workers	<input type="checkbox"/> Information officers	<input type="checkbox"/> Solicitors
<input type="checkbox"/> Civil engineering professionals	<input type="checkbox"/> Kitchenhands	<input type="checkbox"/> Storepersons
<input type="checkbox"/> Commercial cleaners	<input type="checkbox"/> Livestock farmers	<input type="checkbox"/> Structural steel and welding trades workers
<input type="checkbox"/> Construction managers	<input type="checkbox"/> Management and organisation analysts	<input type="checkbox"/> Truck drivers
<input type="checkbox"/> Contract, program and	<input type="checkbox"/> Metal fitters and machinists	<input type="checkbox"/> Waiters
	<input type="checkbox"/> Motor mechanics	<input type="checkbox"/> Welfare support workers
	<input type="checkbox"/> Nursing support and personal care workers	

Preview Sample:

Do not copy

- Which industry do you think each job is most likely to be a part of? (Use the table)
- Find out how many workers are employed in each occupation. Be sure to record 'when' the statistics were for. Download the annual Australian Jobs PDF publication: <https://www.yourcareer.gov.au/resources/australian-jobs-report>
- What do you think is your likelihood of working in these occupations? Why is that? Give examples of occupations suited to you.
- What skill level/qualifications are required, and what training/study would you need?



1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.
13.	14.	15.	16.
17.	18.	19.	20.
21.	22.	23.	24.
25.	26.	27.	28.
29.	30.	31.	32.
33.	34.	35.	36.
37.	38.	39.	40.
41.	42.	43.	44.
45.	46.	47.	48.
49.	50.		

Preview Sample:
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8 Common Occupations - Female

1. Here are those **top 50** most common occupations sorted by % of **female*** employment (as at May '23)¹. Estimate what you think the percentage is for each occupation. (And then find out using a recent Australian Jobs Report.)



Australia's top 50 occupations - Female employees % (May '23) *			
1. Child carers (97% May '23)			
2. Receptionists			
3. Bookkeepers			
4. Education aides			
5. Primary school teachers			
6. Registered nurses			
7. Office managers			
8. General clerks			
9. Accounting clerks			
10. Nursing support and personal care workers			
11. Welfare support workers			
12. Waiters			
13. Aged and disabled carers			
14. Human resource professionals			
15. Telephone operators/office cleaners			
16. Information officers			
17. Sales assistants (general)			
18. Secondary school teachers			
19. Bar attendants and baristas			
20. Advertising & marketing professionals			
21. Commercial cleaners			
22. Accountants			
23. Contract, program and project administrators			
24. Solicitors			
25. Kitchenhands			
26. Human resource managers			
27. Generalist medical practitioners			
28. Retail managers			
29. Real estate sales agents			
30. Advertising, PR and sales managers			
31. Purchasing and supply logistics clerks			
32. Management and organisation analysts			
33. General managers			
34. Livestock farmers			
35. Storepersons			
36. Chefs			
37. ICT managers			
38. Software & applications programmers			
39. Architectural, building and surveying technicians			
40. Delivery drivers			
41. Civil engineering professionals			
42. Bookbinders			
43. Construction managers			
44. Truck drivers			
45. Motor mechanics			
46. Electricians			
47. Metal fitters and machinists			
48. Structural steel/welding trades workers			
49. Plumbers			
50. Carpenters and joiners (1% May '23)			

Preview Sample:
Do not copy

*Note: Gender breakdowns for these statistics do not include 'non-binary' and 'other' options.

¹ Source: Australian Jobs. Australian Government, National Careers Institute, Jobs and Skills Australia 2023

2. What do you think is your likelihood of working in any of the occupations on pp.8-9? Why is that? Give examples of occupations suited to you.
3. What skill levels/qualifications are required, and what training/study would you need?

4. Here are the top 25 **female-dominated occupations** sorted by %, and then by number of female employees (May '23)¹. Estimate what you think the amounts are for each occupation (Then use: www.yourcareer.gov.au/resources/australian-jobs-report)

Australia: All occupations (May '23) *		Highest % of female employees	Highest number of female employees
1. Midwives (99+% May '23)			1. Sales assistants (general) (371k '23)
2. Child carers			2. Registered nurses
3. Early childhood (pre-primary school) teachers			3. General clerks
4. Veterinary nurses			4. Aged and disabled carers
5. Personal assistants			5. Receptionists
6. Beauty therapists			6. Child carers
7. Practice managers			7. Primary school teachers
8. Dental assistants			8. Accountants
9. Child care centre managers			9. Retail managers
10. Florists			10. Office managers
11. Clothing trades workers			11. Education aides
12. Receptionists			12. Accounting clerks
13. Speech pathologists and audiologists			13. Checkout operators and office cashiers
14. Bookkeepers			14. Waiters
15. Secretaries			15. Consultant, program and project administrators
16. Occupational therapists			16. Secondary school teachers
17. Education aides			17. Commercial cleaners
18. Enrolled and mothercraft nurses			18. Bookkeepers
19. Nutrition professionals			19. Kitchenhands
20. Nurse educators and researchers			20. Advertising, promotion, sales managers
21. Primary school teachers			21. Nursing support (personal care) workers
22. Library assistants			22. Bar attendants and baristas
23. Personal care consultants			23. Human resource professionals
24. Switchboard operators			24. Welfare support workers
25. Registered nurses			25. Early childhood (pre-primary school) teachers

Preview Sample:
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- 5. What might be the challenges of working in a female-dominated occupation or industry?
- 6. What might be the benefits of working in a female-dominated occupation or industry?

5. Challenges

6. Benefits

10 Common Occupations - Male

1. Here are those **top 50** most common occupations sorted by % of **male*** employment (as at May '23)¹. Estimate what you think the percentage is for each occupation. (And then find out using a recent Australian Jobs Report.)



Australia's top 50 occupations - Male employees % (May '23) *			
1. Carpenters and joiners (99% May '23)			
2. Plumbers			
3. Electricians			
4. Structural steel and welding trades workers			
5. Metal fitters and machinists			
6. Motor mechanics			
7. Truck drivers			
8. Gardeners			
9. Construction managers			
10. Civil engineering professionals			
11. Delivery drivers			
12. Architectural, building and surveying technicians			
13. Software & applications programmers			
14. ICT managers			
15. Welders			
16. Stone persons			
17. Livestock farmers			
18. General managers			
19. Management and organisation analysts			
20. Purchasing and supply logistics clerks			
21. Advertising, Public relations and sales managers			
22. Real estate sales agents			
23. Generalist medical practitioners			
24. Retail managers			
25. Kitchenhands			
26. Human resource managers			
27. Solicitors			
28. Commercial cleaners			
29. Accountants			
30. Contract, program and project administrators			
31. Advertising & marketing professionals			
32. Bar attendants and baristas			
33. Secondary school teachers			
34. Sales assistants (general)			
35. Checkout operators & office cashiers			
36. Information officers			
37. Aged and disabled carers			
38. Human resource professionals			
39. Writers			
40. Welfare support workers			
41. Nursing support and personal care workers			
42. Printing trades			
43. General clerks			
44. Office managers			
45. Registered nurses			
46. Primary school teachers			
47. Education aids			
48. Bookkeepers			
49. Receptionists			
50. Child carers (3% May '23)			

Preview Sample:
Do not copy

*Note: Gender breakdowns for these statistics do not include 'non-binary' and 'other' options.
¹Source: Australian Jobs. Australian Government, National Careers Institute, Jobs and Skills Australia 2023

2. What do you think is your likelihood of working in any of the occupations on pp.10-11? Why is that? Give examples of occupations suited to you.
3. What skill levels/qualifications are required, and what training/study would you need?

4. Here are the top 25 **male-dominated occupations** sorted by %, and then by number of male employees (May '23)¹. Estimate what you think the amounts are for each occupation. (Then find out using a recent Australian Jobs Report.)



Australia: All occupations (May '23) *

Highest % of male employees			Highest number of male employees		
1. Automotive electricians (99%+ May '23)			1. Sales assistants (general) (200K '23)		
2. Railway track workers			2. Truck drivers		
3. Toolmakers and engineering patternmakers			3. Electricians		
4. Primary products inspectors			4. Carpenters and joiners		
5. Clay, concrete, glass and stone processing machine operators			5. Software and applications programmers		
6. Upholsterer			6. Retail managers		
7. Forestry and logging workers			7. Metal fitters and machinists		
8. Aquaculture workers			8. Construction managers		
9. Carpenters and joiners			9. Storepersons		
10. Plumbers			10. Motor mechanics		
11. Bricklayers and stonemasons			11. Plumbers		
12. Structural steel construction workers			12. Advertising, PR and sales managers		
13. Electricians			13. Accountants		
14. Metal fitters and machinists			14. Chefs		
15. Structural steel/welding trades workers			15. Aged and disabled carers		
16. Concrete			16. Structural steel		
17. Plasterers			17. Welding trades workers		
18. Aircon & refrigeration mechanics			18. Gardeners		
19. Glaziers			19. Delivery drivers		
20. Electronics engineers			20. Kitchen hands		
21. Boat builders and shipwrights			21. ICT managers		
22. Sheetmetal trades workers			22. Contract, program and project administrators		
23. Motor mechanics			23. Architectural, building and surveying technicians		
24. Truck drivers			24. Commercial cleaners		
25. Earthmoving plant operators			25. Civil engineering professionals		

Preview Sample:
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- 5. What might be the challenges of working in a male-dominated occupation or industry?
- 6. What might be the benefits of working in a male-dominated occupation or industry?

5. Challenges

6. Benefits

12 Common Occupations - Age

1. Below is a list of those top 50 most common occupations sorted by % of workers aged 15-24 (as at May '23)¹. Estimate what you think the percentage is for each occupation. (And then find out using a recent Australian Jobs Report.)



Australia's top 50 occupations - Employees aged 15-24 (May '23)			
1. Waiters (72% May '23)			
2. Checkout operators & office cashiers			
3. Kitchenhands			
4. Bar attendants and baristas			
5. Sales assistants (general)			
6. Storepersons			
7. Plumbers			
8. Carpenters and joiners			
9. Child carers			
10. Electricians			
11. Receptionists			
12. Delivery drivers			
13. Motor mechanics			
14. Information officers			
15. Barbers			
16. Structural steel and welding trades workers			
17. Nursing support and personal care workers			
18. Metal fitters and machinists			
19. General clerks			
20. Advertising and marketing professionals			
21. Commercial cleaners			
22. Chemists			
23. Education aides			
24. Aged and disabled carers			
25. Purchasing and supply logistics clerks			
26. Human resource professionals			
27. Retail managers			
28. Real estate sales agents			
29. Welfare support workers			
30. Civil engineering professionals			
31. Registered nurses			
32. Software and applications programmers			
33. Accounting clerks			
34. Accountants			
35. Truck drivers			
36. Primary school teachers			
37. Office managers			
38. Secondary school teachers			
39. Contract, program and project administrators			
40. Solicitors			
41. Management or organisation analysts			
42. Architectural, building and surveying technicians			
43. Advertising, PR and sales managers			
44. Construction managers			
45. Bookkeepers			
46. Human resource managers			
47. Generalist medical practitioners			
48. Livestock farmers			
49. General managers			
50. ICT managers (1% May '23)			

Preview Sample:
Do not copy

¹ Source: Australian Jobs. Australian Government, National Careers Institute, Jobs and Skills Australia 2023

2. Now what do you think is your likelihood of working in any of the occupations on pp.12-13? Why is that? Give examples of occupations suited to you.
3. What skill levels/qualifications are required, and what training/study would you need?

4. Here are the top 25 **occupations** for those **aged 15-24** sorted by %, and then by the number of 15-24 year old employees (May '23)¹. Estimate what you think the amounts are for each occupation. (Then find out using a recent Australian Jobs Report.)



Australia: All occupations (May '23)		
Highest % of employees aged 15-24		Highest number of employees aged 15-24
1. Fast food cooks (78% May '23)		1. Sales assistants (general) (296K '23)
2. Waiters		2. Waiters
3. Checkout operators & office cashiers		3. Checkout operators and office cashiers
4. Sportspersons		4. Kitchenhands
5. Café workers		5. Bar attendants and baristas
6. Kitchenhands		6. Electricians
7. Bar attendants and baristas		7. Storepersons
8. Sports coaches, instructors & officials		8. Receptionists
9. Sales assistants (general)		9. Fast food cooks
10. Shelf fillers		10. Child carers
11. Pharmacy sales assistants		11. General clerks
12. Food trades assistants		12. Carpenters and joiners
13. Ticket salespersons		13. Shelf fillers
14. Agricultural technicians		14. Aged and disabled carers
15. Academic & general instructors		15. Sports coaches, instructors & officials
16. Veterinary nurses		16. Plumbers
17. Private tutors and teachers		17. Retail managers
18. Mixed crop & livestock farm workers		18. Motor mechanics
19. Dental assistants		19. Registered nurses
20. Court and legal clerks		20. Building and plumbing labourers
21. Vending machine attendants		21. Commercial cleaners
22. Car detailers		22. Delivery drivers
23. Roof tilers		23. Cafe workers
24. Motor vehicle parts & accessories fitters		24. Pharmacy sales assistants
25. Building and plumbing labourers		25. Metal fitters and machinists

Preview Sample:
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5. What might be the challenges of working in 'younger' occupations or industries?

6. What might be the benefits of working in 'younger' occupations or industries?

5. Challenges

6. Benefits

14 Unions

1. Match each of these occupations with the union (opposite) that workers would most likely join. You might need to add some other unions for 'trickier' occupations.

- | | | |
|--|--|--|
| <input type="checkbox"/> Actors, dancers and other entertainers | <input type="checkbox"/> Enrolled and mothercraft nurses | <input type="checkbox"/> Nursing support and personal care workers |
| <input type="checkbox"/> Aged and disabled carers | <input type="checkbox"/> Fast food cooks | <input type="checkbox"/> Nutrition professionals |
| <input type="checkbox"/> Animal attendants and trainers | <input type="checkbox"/> Filing and registry clerks | <input type="checkbox"/> Packers |
| <input type="checkbox"/> Authors, and book and script editors | <input type="checkbox"/> Fitness instructors | <input type="checkbox"/> Performing arts technicians |
| <input type="checkbox"/> Bar attendants and baristas | <input type="checkbox"/> Florists | <input type="checkbox"/> Personal care consultants |
| <input type="checkbox"/> Beauty therapists | <input type="checkbox"/> Food trades assistants | <input type="checkbox"/> Pharmacy sales assistants |
| <input type="checkbox"/> Bookkeepers | <input type="checkbox"/> Gallery, library and museum technicians | <input type="checkbox"/> Photographers |
| <input type="checkbox"/> Bus and coach drivers | <input type="checkbox"/> Gallery, museum and tour guides | <input type="checkbox"/> Private tutors and teachers |
| <input type="checkbox"/> Café workers | <input type="checkbox"/> Garden and nursery labourers | <input type="checkbox"/> Psychologists |
| <input type="checkbox"/> Checkout operators and office cashiers | <input type="checkbox"/> Hairdressers | <input type="checkbox"/> Receptionists |
| <input type="checkbox"/> Child carers | <input type="checkbox"/> Handypersons | <input type="checkbox"/> Registered nurses |
| <input type="checkbox"/> Clothing trades workers | <input type="checkbox"/> Housekeepers | <input type="checkbox"/> Sales assistants (general) |
| <input type="checkbox"/> Commercial cleaners | <input type="checkbox"/> Keyboard operators | <input type="checkbox"/> Secretaries |
| <input type="checkbox"/> Conveyancers and legal executives | <input type="checkbox"/> Kitchenhands | <input type="checkbox"/> Service station attendants |
| <input type="checkbox"/> Cooks | <input type="checkbox"/> Laundry workers | <input type="checkbox"/> Shelf fillers |
| <input type="checkbox"/> Counsellors | <input type="checkbox"/> Library assistants | <input type="checkbox"/> Social professionals |
| <input type="checkbox"/> Delivery drivers | <input type="checkbox"/> Massage therapists | <input type="checkbox"/> Special education teachers |
| <input type="checkbox"/> Dental assistants | <input type="checkbox"/> Medical technicians | <input type="checkbox"/> Sports coaches, instructors and officials |
| <input type="checkbox"/> Dental hygienists, technicians and therapists | <input type="checkbox"/> Midwives | <input type="checkbox"/> Speech therapists |
| <input type="checkbox"/> Domestic cleaners | <input type="checkbox"/> Mixed crop and livestock farm workers | <input type="checkbox"/> Survey interviewers |
| <input type="checkbox"/> Driving instructors | <input type="checkbox"/> Models and sales demonstrators | <input type="checkbox"/> Switchboard operators |
| <input type="checkbox"/> Early childhood (pre-primary school) teachers | <input type="checkbox"/> Music professionals | <input type="checkbox"/> Telemarketers |
| <input type="checkbox"/> Education aides | <input type="checkbox"/> Nurse educators and researchers | <input type="checkbox"/> Ticket salespersons |
| | <input type="checkbox"/> Nursery personnel | <input type="checkbox"/> Vending machine attendants |
| | | <input type="checkbox"/> Veterinary nurses |
| | | <input type="checkbox"/> Visual arts and crafts professionals |
| | | <input type="checkbox"/> Waiters |

Preview Sample:
Do not copy

2. Interview a worker and a manager in a workplace/occupation in which you are interested. Ask them the following questions about unions.

i. _____

- What is the role of unions in this workplace/occupation?
- Do workers join the union in this workplace/occupation? Why so?
- If I were to join a union, which would I join and who would I approach?

ii. _____

- What is the role of unions in this workplace/occupation?
- Do workers join unions in this workplace/occupation? Why so?
- If I were to join a union, which would I join and who would I approach?

AEU - Australian Education Union
AMWU - Australian Manufacturing Workers' Union
ANWF - Australian Nursing and Midwifery Federation
CEPU - Communications, Electrical and Plumbing Union
CFMMEU - Construction, Forestry, Maritime, Mining and Energy Union
CPSU - Community and Public Sector Union
ETU - Electrical Trades Union
FAAA - Flight Attendants' Association of Australia
FSU - Finance Sector Union
HSU - Health Services Union
MJA - Maritime Union of Australia
NTEU - National Tertiary Education Union
RAFFWU - Retail and Fast Food Workers' Union
SDAEA - Shop, Distributive and Allied Employees' Association
TCFUA - Textile, Clothing and Footwear Union of Australia
TPAV - Police Association of Victoria
TWU - Transport Workers' Union
UFUA - United Firefighters Union of Australia
UWU - United Workers Union

Preview Sample:
Do not copy

16 Codes of Conduct

1. Match each of these codes of conduct areas with the most appropriate description.

- | | |
|---|---|
| <input type="checkbox"/> Anti-discrimination and harassment | <input type="checkbox"/> Professionalism |
| <input type="checkbox"/> Compliance with laws and regulations | <input type="checkbox"/> Social media use |
| <input type="checkbox"/> Confidentiality | <input type="checkbox"/> Teamwork and collaboration |
| <input type="checkbox"/> Diversity and inclusion | <input type="checkbox"/> Use of company resources |
| <input type="checkbox"/> Ethical standards | <input type="checkbox"/> Workplace health & safety |

This code emphasises the importance of behaving in a professional manner at all times. It may cover aspects such as punctuality, dress code and respect for colleagues.	
This code outlines the ethical standards expected of employees. It may cover issues such as honesty, integrity, sustainability and the avoidance of conflicts of interest.	
This code prohibits discrimination and harassment based on factors such as race, gender, age, religion, sexual orientation and many others. It promotes a workplace free from discrimination and harassment.	
This code stresses the importance of maintaining the confidentiality of sensitive information. It may include guidelines on handling company information, customer data, intellectual property and other confidential matters.	
With the prevalence of social media, many workplaces have codes of conduct regarding its appropriate use. This may include guidelines on discussing work-related matters online and maintaining a positive online presence.	
This code focuses on creating a safe and healthy work environment. It may cover topics such as workplace safety procedures, reporting hazards, and promoting a culture of wellbeing.	
Employees are sometimes provided with various resources, such as company equipment, ICT, phones and cars. This code outlines the proper use of these resources and may include guidelines on internet and email usage.	
This code encourages positive interactions among team members. It may cover aspects such as effective communication, collaboration, meeting procedures and conflict resolution.	
Employees are expected to comply with all applicable laws and regulations. This code emphasises the importance of legal and regulatory compliance in all operational activities.	
Companies may have a code of conduct that promotes diversity and inclusion. This includes fostering an inclusive environment that values and respects differences among employees.	

Preview Sample: Do not copy

2. Research an organisation or interview a manager or owner, and find out how these codes of conduct apply specifically in that workplace. What are your rights and responsibilities as a worker? Add 2 more codes of conduct e.g. Sustainability.

Anti-discrimination and harassment

Compliance with laws and regulations

Confidentiality

Diversity and inclusion

Ethical standards

Professionalism

Social media use

Teamwork and collaboration

Use of company resources

Workplace health & safety

Preview Sample:
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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

Preview Sample:
Do not copy

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

Preview Sample:

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

i	ii
iii	iv

Do not copy

20 I Saw the Sign

Part A: Danger signs

1. Fill in the missing letters to complete the danger signs shown below. Find/create 6 danger signs of your own.
2. Suggest an occupation that might have each sign in its work environment.

<p>DANGER</p> <p>K _ _ P C _ E _ R</p>	<p>DANGER</p> <p>_ _ R K L I _ S I _ _ S _</p>	<p>DANGER</p> <p>H _ _ H V _ L T _ _ E</p>
<p>DANGER</p> <p>F U _ L S T _ R A _ _</p>	<p>DANGER</p> <p>_ O N _ _ W _ T _ H _ _ C</p>	<p>DANGER</p> <p>M _ C H _ _ E _ T A _ T S W _ T _ O U T W _ _ N I N G</p>
<p>DANGER</p> <p>_ _ V E W _ _ E S</p>	<p>DANGER</p> <p>N _ O P _ N _ _ A M _ S</p>	<p>DANGER</p> <p>_ N _ E R _ R _ U _ D _ _ _ B L E _</p>
<p>DANGER</p>	<p>DANGER</p>	<p>DANGER</p>
<p>DANGER</p>	<p>DANGER</p>	<p>DANGER</p>

Preview Sample:
Do not copy

22 Pay and Conditions

1. Use the Fair Work **Ombudsman's PACT tool** to find out pay and other conditions for 3 different occupations. <https://calculate.fairwork.gov.au/>



PACT step	1.	2.	3.
Select: Pay Calculator			
Choose: Employee (the default)			
Do you know your award? Choose: No/yes.	Award is:	Award is:	Award is:
What is your occupation? (Or search by industry.)			
Choose if: Trainee/ support wage/ apprentice			
What is your classification?			
Type of employment status: Choose: Full-time, part-time, casual.			
Choose: Wage			
View: <u>Hourly & Weekly</u> Your award is:			
Penalties:			
Allowances: (if relevant)			
View pay guide This includes all the relevant rates.			

Preview Sample:
Do not copy

2. Compare your main findings with 6 different occupations investigated by your classmates. Are you surprised by any of the results? Why so?
3. In small groups, discuss which jobs have more favourable pay and conditions. Why is that? Are you interested in any of these? Report back to the class.

Occupation:	Occupation:	Occupation:
Junior rates:	Junior rates:	Junior rates:
Adult rates:	Adult rates:	Adult rates:
Main penalties:	Main penalties:	Main penalties:
Other conditions:	Other conditions:	Other conditions:
Occupation:	Occupation:	Occupation:
Junior rates:	Junior rates:	Junior rates:
Adult rates:	Adult rates:	Adult rates:
Main penalties:	Main penalties:	Main penalties:
Other conditions:	Other conditions:	Other conditions:

Preview Sample:
Do not copy

24 Equal Opportunity

1. Work through each of these scenarios and decide if discrimination is occurring, and if so, on what basis.
2. What actions and/or solutions would you suggest and why?

<p>Emily, a highly qualified engineer, was consistently passed over for promotions in favour of male colleagues. Despite her proven abilities, she feels that she has to deal with biases, such as exclusion from key projects.</p>	<p>Jamal, the only person of colour in his work team, notices he gets less feedback on his contributions than his colleagues. Despite his competence, he faces exclusionary behaviours that create a hostile work environment.</p>
<p>Latouah, a retail worker in her 50s, often finds that her suggestions are dismissed by younger team members. Despite her experience, she is excluded from decision-making, leading to a lack of recognition for her contributions.</p>	<p>Mark, who uses a wheelchair, faces challenges accessing all parts of his workplace. Despite requesting reasonable modifications, such as ramps to meeting rooms, he encountered resistance from management, limiting his ability to fully participate in work activities.</p>
<p>Saara, a Muslim employee, had her colleagues make some insensitive remarks about her religious practice during Ramadan. This made it difficult for her to feel that she was free to express her cultural identity safely at work.</p>	<p>Taylah, a non-binary employee at a design studio, has noticed that projects are consistently assigned based on gender stereotypes. Despite Taylah's skills, they are excluded from projects that are deemed more 'masculine.'</p>
<p>Jamie, an employee with a non-visible disability, relies on an assistance animal for support. Despite having all the necessary documentation, co-workers question the need for the animal in the workplace. Jamie feels excluded and wishes for greater understanding and acceptance from colleagues.</p>	<p>Jord-anne, a union member in a fast-food workplace with few unionists, finds it hard to advocate for fair treatment. When discussing concerns with management, they encounter resistance about the benefits of employee feedback - especially related to safety - and Jord-anne has been called a 'troublemaker.'</p>

Preview Sample:
Do not copy

3. When you are working you have a right not to be discriminated against. But it is also your responsibility to protect the rights of all workplace stakeholders including colleagues, customers/clients and others. What would you do in these situations?

A customer whispers something to you about the skin colour of a co-worker.	A co-worker ignores a vision-impaired customer and walks away from them.
A young client scoffs at the advice of your colleague who is much older than you both.	You notice the boss is giving all the extra shifts to the young girls, not the guys.
Your manager says to a gender-fluid customer, "So, what are you trying to be?"	Your boss posts a social media update, "We don't serve Greenies anymore!"

Preview Sample:

You can learn the 'rules' in the class book, but you need to get direct advice on how equal opportunity and anti-discrimination policies and laws are applied to workplace situations.

4. Choose a workplace. Ask the owner/ manager/ supervisor / HR / HSR / union rep / someone more experienced/...what to do. Then report back to the class.

You feel you are discriminated against by a customer/client.	You feel you are discriminated against by a colleague.
You feel you are discriminated against by a supervisor/manager.	You witness a colleague you feel is discriminated against by another colleague.
You witness a colleague being discriminated against by a customer/client.	You witness a customer/client being discriminated against by a co-worker.
You witness a customer being discriminated against by another customer.	A colleague is accused of discrimination, but you didn't think this was the case.

26 Workplace Bullying

1. Work through each of these scenarios and decide if workplace bullying is occurring, and if so, in what way?
2. What actions and/or solutions would you suggest and why?

<p>Suze faces daily criticism from her supervisor, eroding her confidence. The constant remarks impact on her wellbeing.</p>	<p>Mike feels threatened by a co-worker's persistent aggressive language which creates a hostile work environment.</p>
<p>Maiz is regularly excluded from office conversations and subjected to gossip, creating a toxic atmosphere.</p>	<p>Jed is consistently given unattainable deadlines, causing stress and harming his mental health.</p>
<p>Thom's manager intentionally withholds vital information, hindering his ability to complete tasks and ruining collaboration.</p>	<p>Angel's tools mysteriously disappear and reappear, causing frustration and stopping them from completing tasks on time.</p>
<p>Ziza's achievements are always downplayed by a jealous colleague, creating a toxic work environment, affecting her performance.</p>	<p>Abe is routinely excluded from team discussions, limiting his involvement and causing feelings of isolation at work.</p>
<p>A group of employees consistently targets Chen because she is new, ganging-up on her verbally and creating a hostile atmosphere.</p>	<p>Stev notices responsibilities are consistently assigned unfairly, creating resentment among team members and causing disunity.</p>
<p>At busy times in the kitchen, Patt experiences being shoved 'out of the way' by a co-worker, and feels unsafe.</p>	<p>Gordon screams at his 'clients', belittles and swears at them, and calls them stupid and useless. He says it is just for TV.</p>

Preview Sample:
Do not copy

3. When you are working you have a right not to be bullied. But not all negative behaviours fit the definition of workplace bullying. What do you think - are these examples of workplace bullying? What would you do in these situations?

An older worker keeps hiding your lunch or your drinks.	Your manager keeps calling you stupid in front of the customers.
Since you were made a supervisor the other workers don't eat with you.	A consistently lazy co-worker says that if you dob him in, then he'll make you pay.
You only get shifts on school nights, even though you asked for some weekends.	You come to work to find a photo of you pinned to the dart board.

Preview Sample:

You can learn the 'rules' in the class book, but you need to get direct advice on how non-bullying policies and laws are applied in workplace situations.

4. Choose a workplace. Ask the owner/ manager/ supervisor / HR / HSR / union rep / someone more experienced/...what to do. Then report back to the class.

You feel that you are being bullied by a customer/client.	You feel that you are being bullied by a colleague.
You feel that you are being bullied by a supervisor/manager.	You witness a colleague that you feel is being bullied by another colleague.
You witness a colleague being bullied by a customer/client.	You witness a customer/client being bullied by a co-worker.
You witness a customer being bullied by another customer.	A colleague is accused of bullying, but you didn't think this was the case.

28 Harassment is Not On!

1. Work through each of these scenarios and decide if sexual harassment is occurring, and if so, in what way?
2. What actions and/or solutions would you suggest and why?

In the office, Creg frequently makes suggestive comments about Lisa's clothing and appearance, creating an uncomfortable atmosphere that makes her feel uneasy.	Joanie, who is expecting, is asked by her boss if she liked getting pregnant. She's not sure what that was supposed to mean, or if it is just downright creepy.
Marnie is subjected to a series of rude and suggestive jokes by a colleague making her feel offended and humiliated.	Rita endures hugging and brushing up against her by her supervisor, causing her to feel intimidated and offended at work.
Mari-Anne experiences requests for sexual favours from a senior member causing her stress and fear in the workplace.	Jocinda finds offensive images displayed at her workstation (from an unknown party) causing her distress at work.
Tan receives an unwelcome explicit text on the work mobile from an unknown sender making him feel harassed in the workplace.	Alex is constantly leaning and staring at the young workers creating an uncomfortable work environment.
Noreen discovers mildly sexually explicit memes about her on social media, originating from a co-worker.	John faces repeated ambiguous sexual remarks from a co-worker, who when pressed says, 'He is only joking'.
Kal hates the office parties, because when the drinks are on, behaviour goes bad.	Freie feels the new crew uniform is very low-cut and too revealing.

Preview Sample:
Do not copy

3. When you are working you have a right not to be sexually harassed. But it is also your responsibility to help protect other workplace stakeholders including colleagues, customers/clients and others. What would you do in these situations?

An older male co-worker keeps telling dirty jokes when the boss isn't around.	You get an SMS by mistake that makes lewd comments about a co-worker.
The boss tells you to dress more attractively for the clients.	A customer keeps asking if you have a partner, and if not, then they'd be keen.
You have a creepy co-worker who says they only want to serve the 'hot' customers.	In a job interview you are asked whether you 'date co-workers'.

Preview Sample:

You can learn the 'rules' in the class book, but you need to get direct advice on how non-harassment policies and laws are applied in workplace situations.

4. Choose a workplace. Ask the owner/ manager/ supervisor / HR / HSR / union rep / someone more experienced/...what to do. Then report back to the class.

You feel that you are being sexually harassed by a customer/client.	You feel that you are being sexually harassed by a colleague.
You feel that you are being sexually harassed by a supervisor/manager.	You witness a colleague you feel is being sexually harassed by another colleague.
You witness a colleague being sexually harassed by a customer/client.	You witness a customer/client being sexually harassed by a co-worker.
You witness a customer being sexually harassed by another customer.	A colleague is accused of harassment, but you didn't think this was the case.

30 Changing Communication

Choose an industry and interview 2 different workers. Ask them about the influence of different communication methods and technologies and how these have changed the skills they require. 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?		
New communication ICT?		
New communication ICT?		
Different face-to-face communication?		
Different face-to-face communication?		
Changing phone communication?		
Impact on their job roles?		
Impact on work time and stress?		
Impact on work/life balance?		
Advice for you.		

Preview Sample:
Do not copy

Interview 2 current Australian Apprentices. 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:	

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:	

Preview Sample: Do not copy

32 Training and Employment Advice

Part A: Training for career entry

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 the type of training needed to advance in their job.
6. Finally, ask for advice about training you should do to improve your employability.

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

Preview Sample:
Do not copy

Part B: What should I do?

Stick with these 2 workers (1 should be a manager) from a workplace you are familiar with. Ask them:

1. About what you should include on your résumé to enhance your employment prospects.
2. Whether they recommend you communicate any of your skills and competencies in a visual or video format.
3. The types of questions you might be asked in a job interview.
4. How you should best respond to these questions.
5. What they would do differently when seeking employment now, compared to when they started.

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

Preview Sample:
Do not copy

34 What About Me?

1. Interview 5 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:				
Person 5 & Role:				

Preview Sample:
Do not copy

2. Compile 10 concise positive statements about yourself that also include an example of evidence. (Also, how would you 'communicate' these in your Pathways Portfolio?)

1. Use the problem-solving tool of brainstorming to list 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 5 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?

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4. Contact 3 people from these lists, and note the advice that they give you about starting out in a job or course after Year 12.

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5. Write the correct details of 3 referees as you would show this on your CV.

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Preview Sample:
Do not copy

36 Updating My Résumé

1. List 8 attributes about you and your work-related skills and experiences that should be on your résumé.

2. List 8 attributes about you and your work-related skills and experiences that you have developed recently (or this year) that should be added to your résumé.

Preview Sample:
Do not copy

3. Number each of those above to match the different sections of your updated résumé.
4. List 8 more work-related attributes that you still need to develop to include on your final end-of-VM résumé. What actions will you take to achieve these?

Create a photo-essay or short video to showcase your employability or industry-specific skills. Start storyboarding your ideas here. Provide brief captions to annotate this. Include use of tools, equipment, machinery as relevant, as well as you working safely.

Preview Sample:
Do not copy

38 They're Looking For Someone Who...

1. Reflect on your preferred occupation that you would like to achieve post-Year 12. What are employers looking for in a young applicant for this job? Consider skills, training, experience, personal attributes and other relevant traits. (Why not ask them!)

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

Preview Sample:
Do not copy

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

Personal attributes	Personal skills	Industry-specific skills
Technical skills	Training & qualifications	Experience & transferable skills

As you know, 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.

Preview	Sample:

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 an occupation/industry.

Occupation/ Industry 1	Occupation/ Industry 2

40 Meeting the Requirements

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; 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.	Qualification 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?

Preview Sample:
Do not copy

4. What general questions do you think would be asked in an interview for each job?
5. What specific questions do you think would be asked in an interview for each job?
6. And what would your responses be?

1st Job	2nd job	3rd job
General questions		
Q.	Q.	Q.
A.	A.	A.
Q.	Q.	Q.
A.	A.	A.
Q.	Q.	Q.
A.	A.	A.
Specific questions		
Q.	Q.	Q.
A.	A.	A.
Q.	Q.	Q.
A.	A.	A.
Q.	Q.	Q.
A.	A.	A.

Preview Sample:
Do not copy

42 It's Cold Out There

Assume you are physically cold-canvassing local businesses for work opportunities.

1. How would you present yourself?

2. What openings/introductions would you use and why?

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3. Who would you call on: why them?

--	--	--

4. What Pathways Portfolio elements would you bring with you? Why?

--	--	--

--	--	--

Preview Sample:
Do not copy

5. What would you most like to say about yourself and your employability?

6. How would you respond to each of these responses from employers?

a. What could I always rely on you to do?	b. I'm very busy right now.	c. What work tasks would you do, even if you didn't like doing them?
d. Are you sure you're ready for this place?	e. How could I help you grow as a person?	f. If you were me, why should I employ you?
g. What could I always trust you with?	h. I think you're too young.	i. What extra expertise could you bring that I might not have?
j. We'd really prefer someone experienced.	k. Who could vouch for you?	l. Would you be able to do a work trial?

Preview Sample:
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44 Of Course I'd Say That

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

Course/ Job:	
Questions	Answers
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

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Workplace Learning - Timesheet 45

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/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>

Outline any other information to explain the times shown above.	
--	--

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

Preview Sample:
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46 Workplace Learning: Daily Journal

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 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:			

Preview Sample:
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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	

Preview Sample:
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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.

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

Preview Sample:
Do not copy

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	

Preview Sample:
Do not copy

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:	

50 Workplace Learning: Daily Journal

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	

Preview Sample:
Do not copy

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:

Supervisor's signature:

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	

Preview Sample: Do not copy

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:	

52 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"/>

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: _____

Preview Sample:
Do not copy

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.

Preview Sample:
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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: _____

54 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 3&4 studies. For each, explain why you changed your mind/opinion.

Preview Sample:

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Now that you have completed your VM: WRS program, 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.



Preview Sample:
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56 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?

Preview Sample:
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