

School Years	About Me	Explore Careers	World of Work	Job Search Tools	My Career Plan
	Supports awareness of personal traits and preferences; build self-confidence and aspirations	Expand awareness of career options; develops skills to research and interpret career information	Explores aspects of work and provides understanding of employability	Provides self-marketing skills to increase competitiveness in the job market	Reviewing toolkit results and planning next steps
7	<ul style="list-style-type: none"> Word portraits My active career* 		<ul style="list-style-type: none"> Jobs that created my world Part 1 and Part 2 Types of paid work 		<ul style="list-style-type: none"> My career planning sheet Year 7
8	<ul style="list-style-type: none"> Snapshot of me* Values 	<ul style="list-style-type: none"> Career Project* 	<ul style="list-style-type: none"> Work conditions My expo strategy 		<ul style="list-style-type: none"> My career planning sheet Year 8
9	<ul style="list-style-type: none"> Favourite subjects My quality life Influences* 	<ul style="list-style-type: none"> Why work? Researching careers project (+Researching Careers Resource) 	<ul style="list-style-type: none"> My preferred work conditions My expo strategy Employability skills 8 Employability Logs 	<ul style="list-style-type: none"> Planning my work experience Jobs search checklist (+Resumes & cover letter) Interview skills 	<ul style="list-style-type: none"> My career planning sheet Year 9
10	<ul style="list-style-type: none"> Interests & skills What matters to me most* My work values* 	<ul style="list-style-type: none"> Researching careers project (+Researching Careers Resource) 	<ul style="list-style-type: none"> My preferred work conditions My expo strategy 8 Employability Logs 	<ul style="list-style-type: none"> Planning my work experience Jobs search checklist (+Resumes & cover letter) Interview skills 	<ul style="list-style-type: none"> My career planning sheet Year 10
11	<ul style="list-style-type: none"> My transferable skills 	<ul style="list-style-type: none"> Researching careers project (+Researching Careers Resource) 	<ul style="list-style-type: none"> My preferred work conditions 	<ul style="list-style-type: none"> Planning my work experience 	<ul style="list-style-type: none"> My career planning sheet Year 11
12	<ul style="list-style-type: none"> My personality 		<ul style="list-style-type: none"> My expo strategy 8 Employability Logs 	<ul style="list-style-type: none"> Job search checklist (+Resumes & cover letter) Interview skills 	<ul style="list-style-type: none"> My career planning sheet Year 12

TOPICS TO WORK THROUGH

ABOUT ME

Activities in this module of work allows the student to develop a clearer self-identity and self-awareness and introduces the concept of that everyone has a career. It reinforces the expectation that students will develop and apply their skills in a range of life activities and ultimately in paid work.

Objective of activities

- To gain self-awareness, self-confidence and inspiration
- To gain a strong sense of identity by discovering their strengths and capabilities
- Students discover they have a career in which they grow, contribute and are productive through a range of life activities and responsibilities
- Students are encouraged to consider their traits and capabilities in relation career areas

EXPLORE CAREERS

The worksheets in this section broaden their exploration of career fields, occupations, jobs and pathways.

Objective of activities

- To learn how to research careers that interest them
- To evaluate career information according to their interests and preferences

Special Note:

Activities listed with an asterisk (*) in the **Toolkit Activity Plan** are suggested pre-requisites to activities at later years, and introduce students to important career concepts. Therefore, any student commencing work in the toolkit for example in year 8 and above, must go back to the previous year/s and complete the activities marked with an asterisk (*) from Year 7. It is to the teacher's discretion if they choose additional subjects from another year, for the student to complete.

WORLD OF WORK

This work expands students' awareness of jobs and industries and encourages them to appreciate employability, job readiness and the value of work.

Objective of activities

- To understand types of employment and work conditions
- To understand the importance of employability skills to workplace etiquette and job readiness
- Students track their development of employability skills through school work and extra curricula activities

JOB SEARCH TOOLS

The resources in this section can assist students to develop the tools and skills they need to apply for work.

Objective of activities

- Students develop a career portfolio
- To learn what to include in a Resume and Cover Letter
- To understand interviews and practice interview skills

MY CAREER PLAN

Contains planning sheets for each year level. They are to be used as a summary of activities and a conversation point for future career exploration and/or goal setting.

Objective of activities

- To summarise self-awareness and link to career ideas
- To consider the support each student requires in their learning
- To plan education, training and employment pathways for Years 11, 12 and beyond school