

ALIGNING CAREER EDUCATION, FSK, THE RESILIENCE PROJECT AND STUDY SKILLS

TERM 1

Week	Course Information	Assessment
2 and 3	<p>Sub-Topic: Understanding My Attributes</p> <p>Career Education Subject Matter:</p> <ul style="list-style-type: none"> understand the personal attributes that contribute to overall employability: loyalty, commitment, honesty and integrity, reliability, enthusiasm, personal presentation, common sense, positive self-esteem, a sense of humour, motivation, adaptability, ability to deal with pressure, and a balanced attitude to work and home life examine their own personal attributes, characteristics and behaviours, mapping them against those required by employers, and identifying strengths and weaknesses examine their personal management skills and work habits, identifying strengths and weaknesses investigate the key elements of a positive self-concept examine and evaluate their personal and interpersonal capacities and align with learning strategies and career information <p>FSK: Project 1</p> <p>Resilience Project: Lessons 1 and 2</p> <p>Study Skills: Creating a Study Schedule [p 128 Student Planner]</p> <p>Note: Swimming Carnival is Tuesday Week 3</p>	FSK: Project 1
4	<p>Sub-Topic: Understanding the Nature of the Workplace</p> <p>Career Education Subject Matter:</p> <ul style="list-style-type: none"> understand the nature of workplace productivity and employers' performance expectations understand the importance of a solid work ethic and the willingness to work hard identify and examine the interpersonal skills used in the workplace <p>FSK: Project 5 – Interpreting Information on the Internet [USI and LUI numbers]</p> <p>Plus accessing MyQCE – students will need their LUI numbers</p>	FSK: Project 5
5	<p>Sub-Topic: The 21st Century World of Work</p> <p>Career Education</p> <ul style="list-style-type: none"> identify and analyse the 21st century skills and CSfW10 identify and analyse the skills and attributes valued by employers and what they expect of their employees, including <ul style="list-style-type: none"> the capacity to work and learn independently the ability and willingness to learn initiative and enterprise strong work values (work ethic) analytic and problem-solving skills personal management leadership/management skills teamwork and interpersonal effectiveness planning and organising skills communication, literacy and numeracy skills computer and technical literacy identify and analyse the skills and capacities needed for 21st century work, including employability and lifelong learning skills conduct an audit of the 21st century skills and CSfW against their current skills, identifying strengths, weaknesses and avenues for improvement explore the implications of the changing world of work analyse emerging 21st century work arrangements and the resultant changing relationships between participants, the opportunities arising and the skills needed for these arrangements outline 21st century approaches to recruitment and selection, and the skills required to respond to them <p>NOTICE OF TASK – SPOKEN PRESENTATION</p>	NOTICE OF TASK FOR CAREER EDUCATION
6 and 7	<p>Sub-Topic: Positive Self-Concept and Relationships at Work</p> <p>Employer Panel Discussion to take place in this sub-topic – Thursday 5th March in Period 1</p> <p>Career Education:</p> <ul style="list-style-type: none"> know, develop and use strategies for building positive relationships in life and work understand strategies for managing and resolving conflict know that change is part of life and that planning helps people cope with change examine the skills required to manage change and transition understand the importance of work–life balance <p>FSK: Case Study 2 – Safe Work Practices</p> <p>Case Study 3 – Communication in the Workplace</p> <p>Case Study 4 – Resolving Workplace Disputes</p> <p>Resilience Project: Lessons 10 and 11</p>	FSK – Case Study 2, 3 and 4
7 and 8	Students to spend time in class working on production of spoken task. A copy of the script will need to be submitted to teacher. Students may also work on tidying up their Learning Journals.	
9	Spoken Task Due this Week	Career Education Task 1A Due
10	Block Exams and Catch-up – Collect Reflective Learning Journals for marking	Reflective Learning Journals Task 1B