

# CAREER EDUCATION: TERM 2 OUTLINE

**Term 1 Assessment.** *If you haven't completed the tasks below, you will need to catch up.*

**Career Education:**

Spoken Presentation – 2 – 4 minutes [live or recorded]. Have the script ready to submit to your teacher when you return to school. If you can access the Learning Place, you can save the script into the Assignment Section. You could also email it to your teacher.

**FSK:**

Project 1 and 5  
Case Study 2, 3 and 4

Week	Course Information	Assessment
1, 2 and 3	<p><b>FSK</b> Written Questions 3 – Workplace Terms Written Questions 4 – Conversions in the Workplace Written Questions 5 – Awards and Rates of Pay Written Questions 6 – Measurement in the Workplace Case Study Six – Stock Management Case Study Seven – Calculating Weekly Wages Case Study Eight - Workplace Quotes</p> <p><b>The Resilience Project:</b> Lesson 12, 13 and 14</p>	<p><b>FSK:</b> Written Questions 3 – 6 Case Study 6 - 8</p>
4, 5 and 6	<p><b>Sub-Topic: Understanding the World of Work</b></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Career Education Subject Matter:</b> <b>Cluster One:</b></p> <ul style="list-style-type: none"> <li>understand the skills necessary for preparing for and seeking employment, operating in a workplace, and entering a new work environment</li> <li>develop abilities to seek and obtain employment</li> <li>investigate and analyse job descriptions and selection criteria, and compare with employability skills</li> <li>understand how to prepare job application documents, e.g. curriculum vitae, cover letters, responses to position descriptions and selection criteria</li> </ul> <p><b>FSK:</b> Project 4 [partial completion]</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Career Education Subject Matter:</b> <b>Cluster Two:</b></p> <ul style="list-style-type: none"> <li>understand how societal needs and economic conditions influence the nature and structure of work</li> <li>explain the benefits of different cultural perspectives in managing work and problem-solving</li> <li>understand and explain the importance and value of culturally diverse workplaces to managing work, work relationships and productivity</li> <li>identify possible tensions arising in work-related contexts and understand the approaches to resolve conflicts</li> </ul> </div> <p><b>The Resilience Project:</b> Lesson 17</p>	<p><b>FSK:</b> Project 4 [partial: Resume Cover Letter]</p>
7	<p><b>Sub-Topic: My Career Options</b></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Career Education Subject Matter:</b> <b>Cluster Three: Where do I find information about Careers and Career Planning?</b></p> <ul style="list-style-type: none"> <li>locate and evaluate a range of career information sources</li> <li>locate and use information about work, further education or training opportunities</li> <li>research a range of information and data to identify trends in work arrangements emerging over time</li> </ul> </div> <p><b>FSK:</b> Project 2: Accessing Information, Support and Advice on Work and Training Options</p> <p><b>The Resilience Project:</b> Lesson 20</p>	<p><b>FSK:</b> Project 2: Accessing Information, Support and Advice on Work and Training Options</p>
8 and 9	<p><b>Sub-Topic: My Career Options</b></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Career Education Subject Matter:</b> <b>Cluster Four: What are the requirements of particular careers?</b></p> <ul style="list-style-type: none"> <li>investigate the consequences of choosing a career path, e.g. prerequisite school subject requirements for further education or training, geographic location of learning providers, tuition fees or Higher Education Loan Program (HELP) repayments</li> <li>know the differences between traineeships and apprenticeships; full-time and part-time work; casual and permanent employment; unskilled, semi-skilled and skilled labour; and paraprofessional and profession occupations</li> <li>identify opportunities to develop and apply employability skills, including considering complementary learning options</li> <li>know and use the inquiry process (Figure 1, Section 2.4) to research an area of career interest</li> <li>align the learning requirements of potential careers with current subject choices.</li> </ul> </div> <p><b>FSK:</b> Project 3: Career Investigation Written Questions 1 – Assessing Job and Skill Suitability</p> <p><b>The Resilience Project:</b> Lesson 21</p>	<p><b>FSK:</b> Project 3: Career Investigation Written Questions 1 – Assessing Job and Skill Suitability</p>
10	Catch-up	