Career and Enterprise Stage 1
Work Samples

Sample questions:

☐ Why could leaving school early be a disadvantage?
☐ Define ‘what is work’? (paid/unpaid)
☐ What is ‘work/life balance’?
☐ What is a green career?
☐ How could your network assist you in applying for a employment position?
☐ Describe Fly In Fly Out Work
☐ What is the difference between an apprenticeship and a traineeship?
☐ Describe 4 workplace norms and behaviours.
☐ Define ‘Duty of Care’ for an employer and an employee
☐ Outline the basic facts about traineeships and apprenticeships.
☐ Who is the Workplace Ombudsman and how can they assist you?
☐ Can you use any TAFE qualifications to get into University?
☐ The world is changing faster now than it ever has. What are the main things you think will keep changing in the future? What will YOU need to do to keep up with change in the future in your working life?
☐ Describe the level of study you think will be the point that you gain an entry-level job (i.e. school, TAFE, University) and the sorts of jobs you could consider at your entry point.

What implications could occur due to these poor employee behaviours?
- Code-switching
- Disrespect to supervisors and staff
- Inconsiderate to other employees
- Criticism of other employees
- Sharing of confidential information
- Not complying with workplace code of conduct

TASK: My Portfolio
A Career Portfolio is a storage system for all your information about you, which will provide evidence of your knowledge, skills, experiences, talents and attributes. Your career portfolio will change and grow as you do, reflecting your career development. It becomes an easy way to extract documents relevant for a particular purpose such as, a job interview. Your portfolio should also reflect the position you are applying for.

Task Part C: Occupational Health and Safety of a Specific Work Environment: Report

In Part A you looked into different working environment options you may consider for your career choice. In detail, construct a researched written report highlighting specific Occupational Health and Safety considerations in the working environment of your choice. You are to include issues that may occur and preventative measures which are in place to keep you, the company and your client’s safe at all times also considering travel to and from work. Your report should also contain information on how you would communicate an Occupational Health and Safety issue to your supervisor should one arise.
Globalisation, benefits for you and your career - Outsourcing

Globalisation has provided the world with the option of outsourcing. Your task is to provide information on Outsourcing

1. Define outsourcing
2. Complete a PMI chart discussing outsourcing for Australian’s.
3. Choose a company that uses outsourcing and either
   a. Interview someone from that company and ask them about how and why their company chose outsourcing
   b. Research on the internet a company who uses outsourcing and discuss how and why they chose that option

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<tr>
<th>EMPLOYABILITY SKILLS</th>
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<tr>
<td><strong>Communication</strong> (write your response to each question as a sentence)</td>
</tr>
<tr>
<td>• listening and understanding</td>
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<tr>
<td>• speaking clearly</td>
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<td>• negotiating</td>
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<td>• persuading</td>
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<td>• being assertive</td>
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<tr>
<td>• writing to meet the needs of the audience</td>
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<tr>
<td>• reading</td>
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<tr>
<td>• using numeracy</td>
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<tr>
<td>• establishing an audience</td>
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<tr>
<td>• sharing information</td>
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<tr>
<td>• speaking and writing to meet the audience</td>
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<tr>
<th>Situation</th>
<th>Specify “when” and “where” you were and the “role”</th>
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<tr>
<th>Task</th>
<th>Specify what the task was you were doing within</th>
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<th>Action</th>
<th>Explain how you completed the task in a way that allowed you to demonstrate the employability skill/criteria.</th>
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<th>Result</th>
<th>State what you achieved for the company, client, customer, or for your own career.</th>
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![Options if you are currently studying diagram]

Describe your pathway to employment or further Training
What is a job description?
For entry-level jobs, the tasks may be quite simple, but there are usually many of them so it can be easy for entry-level workers to overlook tasks.

Complete a job description for two entry-level jobs of your choice. One could be a job that you are currently doing, or that you would be interested in doing, while the other MUST be in an area you are not familiar with. Your job description should include:

- job title
- the tasks to be completed (be specific: if you say ‘office housekeeping’ and that means taking out the rubbish and vacuuming the floors, then state that)
- the supervisor who is responsible for you
- working hours
- location of the job
- any specialty or safety clothing and/or equipment required to do the job
- qualifications, skills or experience required to do the job effectively
- the name of the relevant industrial award.

General conflict management

When you start work you may find yourself in situations with your colleagues or with your employer that are not easy to resolve. Conflict may even involve the customers or suppliers that you deal with. One of the most useful conflict resolution skills is being able to communicate what you need to say responsibly and without getting emotional. Use the following two websites to create a workplace brochure that includes

1. Summarises the conflict resolution process
2. Includes the win/win approach
3. Outlines the positive outcomes of conflict resolution

Train the Trainer

Throughout your career you will need to learn and possibly teach colleagues new skills. This part of the task looks at how people learn and the aspects to consider when coaching. You will need to find a skill, which does not need to be workplace or school specific; examples include tying a tie, folding a shirt, writing with your left hand etc and teach it to 3 of your peers. You will be evaluated on how clear your instructions were, how well you demonstrated your skill, feedback from your peers and observation from your teacher.

Included in this task you will complete “Beginning Coaching General Principles” online course which you will be able to include in your portfolio. Follow the link below to access this course.