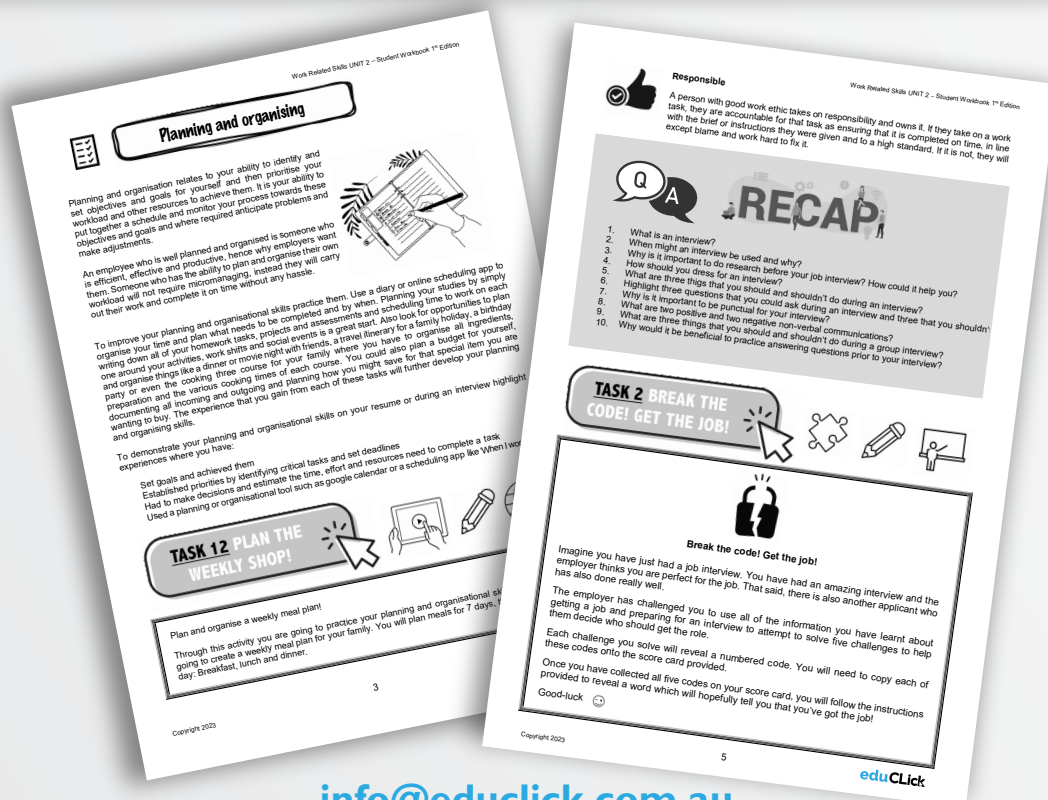


WORK RELATED SKILLS RESOURCES

Considerable changes to all WRS units sees a NEW improved course with exciting content. The most notable change is WRS becoming a VCE subject and now follows a VCE structure. An example of changes to a section of the the WRS curriculum is included.

NEW WRS UNIT 2 CURRICULUM OUTCOME 1	PREVIOUS WRS CURRICULUM OUTCOME 1
On completion of this unit the student should be able to identify and analyse their individual aptitudes and interests as it relates to broad industry groups and demonstrate evidence relating to the core skills, attributes and capabilities required by an industry of their choice.	Work in a team to research and plan a complex work-related activity or project
KEY KNOWLEDGE	ELEMENTS
<ul style="list-style-type: none"> The changing nature of work 	I.1 Brainstorm and research several possible complex work-related activities or projects
<ul style="list-style-type: none"> The difference between specific occupations and broad skill and interests 	I.2 Select and justify the activity or project
<ul style="list-style-type: none"> Strategies to improve future career prospects and outcomes 	I.3 Identify and analyse the technology required for the activity or project



UNIT 2: Workplace Skills and Capabilities

As the nature of work changes over time, so do the skills, capabilities and attributes needed for success. Fundamental to achieving personal goals relating to future education and employment is the ability to recognise and develop their unique skills, capabilities and attributes that are valued in their chosen pathway. In this unit, students consider the distinction between essential employability skills, specialist and technical work skills, personal capabilities and personal attributes, and understand the importance of training and development to support the attainment and transferability of skills. Students will collect evidence and artefacts relating to their personal skills, capabilities and attributes and promote them through writing resumes, cover letters and participating in mock interviews.

APPLIED ACTIVITY TRACKER

Area of Study 1 – Skills and capabilities for employment and further education

<input type="checkbox"/> Discussion spot 2.0	<input type="checkbox"/> Task 10 A.B.C Easy as 1,2,3!
<input type="checkbox"/> Discussion spot 2.1	<input type="checkbox"/> Task 11 Spoon the rainbow
<input type="checkbox"/> Task 1 Guess the occupation	<input type="checkbox"/> Task 12 Plan the weekly shop!
<input type="checkbox"/> Task What quails do I need?	<input type="checkbox"/> Recap Questions 2
<input type="checkbox"/> Task 3 Categorise the broad skills	<input type="checkbox"/> Discussion spot 2.7
<input type="checkbox"/> Discussion spot 2.2	<input type="checkbox"/> Task 13 What's the technical skills?
<input type="checkbox"/> Task 4 Test your career interests	<input type="checkbox"/> Discussion spot 2.8
<input type="checkbox"/> Discussion spot 2.3	<input type="checkbox"/> Discussion spot 2.9
<input type="checkbox"/> Task 5 Enhancing your future	<input type="checkbox"/> Task 14 Mindset lucky dip
<input type="checkbox"/> Recap Questions 1	<input type="checkbox"/> Discussion spot 2.10
<input type="checkbox"/> Discussion spot 2.4	<input type="checkbox"/> Task 15 Rate their work ethic
<input type="checkbox"/> Task 6 How well can you communicate?	<input type="checkbox"/> Task 16 Fairy tale conflict
<input type="checkbox"/> Discussion spot 2.5	<input type="checkbox"/> Discussion spot 2.11
<input type="checkbox"/> Task 7 The story of an active listener	<input type="checkbox"/> Task 17 Resolve the conflict!
<input type="checkbox"/> Discussion spot 2.6	<input type="checkbox"/> Task 18 Let's revise & categorise
<input type="checkbox"/> Task 8 Feel in those emojis	<input type="checkbox"/> Task 19 Present evidence & artefacts
<input type="checkbox"/> Task 9 Taboo – Guess the emotion?	<input type="checkbox"/> Recap Questions 3

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- ✓ 95% OF THE WRS CURRICULUM HAS BEEN CHANGED
- ✓ 100% OF YOUR WRS CONTENT HAS BEEN COMPLETED BY EDUClick
- ✓ SAVE TIME SO YOU CAN FOCUS ON WHAT YOU DO BEST – TEACH
- ✓ RESOURCES FULLY MAPPED TO ALL AREAS OF ALL UNITS
- ✓ WIDE VARIETY OF TASKS TO SUIT ALL LEARNERS
- ✓ STRUCTURED AND FORMALISED
- ✓ ON LINE AND IN HARD COPY
- ✓ NO MORE LOOSE-LEAF PAPER OR PHOTOCOPYING

Specific occupations, broad skills and interests

Key knowledge

The difference between specific occupations and broad skill and interests.

From an Able Seaman to a Zoologist there are thousands of different occupations that exist in the world. To find an occupation that is right for you and that you love you need to consider:

- The specific occupation and what is required to access it
- The broad skills needed
- Where your interests, passions and preferences lie

Specific occupations

Specific occupations require a formal qualification or training where you study and learn the required technical skills and knowledge to perform the tasks and activities that are part of the occupational role. If there is a specific occupation that you want to do you need to research it and find out what course or training you require to apply for jobs and be employed. For example, if you wanted to be a hairdresser you would need to complete a 3-year apprenticeship and a Certificate III or IV in hairdressing or barbering.

TASK 1 GUESS THAT OCCUPATION

This is a whole class game that requires everyone to participate. This game is like celebrity jeopardy which you may be familiar with, however, in this game you need to ask questions to guess a specific occupation.

Your teacher will ask for a volunteer at the beginning of each round. You will put on a party hat and an occupation listed on it.

You have to ask questions that only require a yes or no response from the class to attempt to guess the occupation on your party hat. You can only ask 7 questions before you have to guess the occupation might be.

Questions you could ask may include:

- Do I need a university qualification for this occupation?
- Do you wear a uniform?
- Do I work with people?
- Do I work in an office?
- Do I travel for my job?
- Do I work outdoors?
- Do I work with children?

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Work ethic

Work ethic is a term used to describe a person's dedication to their job. It is an important trait that employers look for in an employee. Work ethic is an attitude that shapes the way you do your work and approach your work tasks.

Work ethic is a transferable soft skill. It allows you to focus on the task at hand and complete it to the best of your ability. In it an internal drive to work hard, be persistent and reliable. A person with strong work ethic is committed to their work. They are professional, motivated and determined to add value to their work role.

A person with a strong work ethic is:



A team player

They work hard as part of the team even if this means working longer hours or on weekends. They form valuable relationships with people and work with them to assist with anything they need help with, even if it is outside of their job role. They look for opportunities to participate in activities and have an internal drive to add value to the team and boost productivity.



Determined and disciplined

They set their sights on achieving or completing something and work until they achieve it. They do not give up easy or step away from the challenge. They are persistent and focussed. Once they take on a task they will work tirelessly until it is complete. They may get frustrated or discouraged as they encounter obstacles but they will not give up.



Reliable

A person with a strong work ethic will do what they say they will. You can count on them to show up on time, meet deadlines and follow through. They are motivated, can take on things change, they will pivot quickly and make adjustments to ensure that minimal impact occurs to the work. They embrace change and are eager to learn.



A self-starter

They have initiative and take on work tasks without being asked. They do not need supervision and can work independently successfully. They are motivated, can take on tasks and execute them without constant encouragement. They are confident to take on new tasks and can overcome and move past obstacles when they encounter them. They are ambitious and driven to achieve both their individual goals and the goals of the work team.

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NEW inclusions to WRS

- A defined focus on industry growth areas and trends
- Key focus on current employment data and job creation
- Key areas surrounding your career and your aspirations
- Focus areas on ways to research data and collate information

Notable removals from WRS

- Removal of OH and S and related concepts
- Removal of Health and Safety representatives
- Removal of Hazard control measures
- Removal of concepts of working in teams to plan, complete and evaluate activities