






## UNIT 2: Workplace skills and capabilities

Key knowledge	Key skills	Educational content	Applied activities	Estimated delivery time
				
<ul style="list-style-type: none"> <li>The changing nature of work</li> </ul>	N/A	<ul style="list-style-type: none"> <li>EduClick student workbook pages 2 to 11.</li> </ul>	<ul style="list-style-type: none"> <li>Discussion spot 2.0</li> <li>Discussion spot 2.1</li> <li>Task 1 – Jeopardy Australian Jobs</li> </ul>	2 to 3 Hours
<ul style="list-style-type: none"> <li>The difference between specific occupations and broad skill and interests.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>EduClick student workbook pages 12 to 25.</li> </ul>	<ul style="list-style-type: none"> <li>Task 2 Class career competition</li> <li>Task 3 What quals do I need?</li> <li>Task 4 Categorise the broad skills</li> <li>Discussion sport 2.2</li> <li>Task 5 Test your career interests</li> </ul>	3 to 4 Hours
<ul style="list-style-type: none"> <li>Strategies to improve future career prospects and outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Propose and justify strategies to improve and enhance future career prospects relating to a chosen industry grouping</li> </ul>	<ul style="list-style-type: none"> <li>EduClick student workbook pages 26 to 33.</li> </ul>	<ul style="list-style-type: none"> <li>Discussion sport 2.3</li> <li>Task 6 Enhancing your future</li> </ul>	1.5 to 2 Hours
Summary – Recap Questions 1 (Page 34)				45 Min to 1 Hour

<ul style="list-style-type: none"> <li>Employability skills including communication, planning and organising, teamwork, problem-solving, self-management, initiative and enterprise, technology, and commitment to continuous learning.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>EduCLick student workbook pages 35 to 63.</li> </ul>	<ul style="list-style-type: none"> <li>Discussion spot 2.4</li> <li>Task 7 How well can you communicate?</li> <li>Discussion spot 2.5</li> <li>Task 8 The story of an active listener</li> <li>Discussion spot 2.6</li> <li>Task 9 Feel'in those emojis</li> <li>Task 10 Taboo – Guess the emotion?</li> <li>Task 11 A.B.C Easy as 1,2,3!</li> <li>Task 12 Spoon the rainbow</li> <li>Task 13 Plan the weekly shop!</li> </ul>	10 to 12 Hours
Summary – Recap Questions 2 (Page 64)				1 – 1.5 Hours
<ul style="list-style-type: none"> <li>Specialist and technical skills for specific industry groups or occupations.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>EduCLick student workbook pages 65 to 68.</li> </ul>	<ul style="list-style-type: none"> <li>Discussion spot 2.7</li> <li>Task 14 What's the technical skills?</li> </ul>	1 Hour
<ul style="list-style-type: none"> <li>Personal capabilities and attributes, such as a growth mindset, work ethic, self-regulation and conflict resolution.</li> </ul>	<ul style="list-style-type: none"> <li>Identify and explain key ideas and concepts relating to the personal skills, capabilities and attributes of the student.</li> <li>Discuss, compare and evaluate concepts and strategies relating to the development of skills, capabilities and attributes.</li> </ul>	<ul style="list-style-type: none"> <li>EduCLick student workbook pages 68 to 85</li> </ul>	<ul style="list-style-type: none"> <li>Task 15 Capabilities &amp; attributes Bingo</li> <li>Discussion spot 2.8</li> <li>Task 16 Mindset lucky dip</li> <li>Discussion spot 2.9</li> <li>Task 17 Rate their work ethic</li> <li>Discussion spot 2.10</li> <li>Task 18 Resolve the conflict!</li> </ul>	5 to 6 Hours
<ul style="list-style-type: none"> <li>The distinction between employability skills, specialist work skills and personal capabilities/attributes.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>EduCLick student workbook pages 85 to 86</li> </ul>	<ul style="list-style-type: none"> <li>Task 19 Let's revise &amp; categorise</li> </ul>	1 to 1.5 Hours
N/A	<ul style="list-style-type: none"> <li>Collect evidence and artefacts of personal skills, capabilities and attributes with relation to industry groupings.</li> </ul>	<ul style="list-style-type: none"> <li>EduCLick student workbook page 87</li> </ul>	<ul style="list-style-type: none"> <li>Task 20 Present evidence &amp; artifacts</li> </ul>	3 Hours
Summary – Recap Questions 3 (Page 88)				1 – 1.5 Hours

