

Future Careers

Area of Study 1: Future careers

This area of study evaluates information relating to employment by considering the reliability and credibility of information sources and the scope of labour market information available, including skills shortages and industry growth areas, emerging industries and current and future trends. Students will apply strategies to improve planning and decision-making related to gaining employment. Students will develop research skills and collate evidence and artefacts relating to their future employment prospects.

Sourcing employment information



Key knowledge

- Sources of reliable and credible employment information, such as government websites, careers specialists, industry publications, tertiary institutions and employment agencies



Key skills

- Identify and explain key ideas and concepts relating to sources of information about employment
- Research, compare and evaluate concepts and strategies relating to sources of information about employment.

It is estimated there are over 12,000 different careers that exist in the world. A career is an occupation or profession that requires specialised training and experience. It is something that you are passionate about and strive to achieve. It is often defined as 'an occupation undertaken for a significant period of a person's life with opportunities to progress and advance'.

Having a career is an important aspect of life. Almost half of our lives are spent working. What you choose to do, whether you love or hate it is going to impact your life, health and wellbeing. Do you want to be stuck doing something for a significant part of your life that you hate? People that enjoy their careers and are satisfied by them are happier and healthier. They are more positive, energetic and engage in healthy habits such as exercising, eating well and socialising.

The career you choose will form part of your identity. Just like being a sister, brother, aunty and mother, your career will impact this identity and how people see you. Will you be a carpenter, dentist, receptionist, scientist or hairdresser. Whatever you choose it is important that you are proud of it and satisfied with who you are.



Local, national and global trends (current and future)

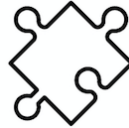
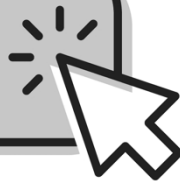
Globally the pandemic has affected employment. The International Labour Organisation found that labour force participation rates and hours worked have been severely impacted with lower to middle income countries most impacted. People who already face employment disadvantage such as the youth, elderly and migrant workers have experienced higher employment losses than other population groups.

Australia is classified as a high-income country and from a strong economic position and through government assistance packages for individuals and businesses we have seen our labour markets recover in the wake of the COVID-19 pandemic. Unemployment peaked at 7.4% in July 2020 and as of February 2022 has reduced to 4.0% which is the lowest it has been since October 2018.

Similarly, to Australia, globally many of the fastest growing occupations have to do with sustainability. There is an increasing demand for renewable energy as it is slowly becoming more affordable. With several countries committing to achieving net-zero carbon emissions by 2050 it is estimated that by this time half of the world will be powered by renewable energy. Wind turbine service technicians and solar photovoltaic installers are among two of the top three fastest growing occupations.

Globally nine of the top 20 occupations tipped to have growth in the future are in the healthcare fields. With an aging population who will need to be looked after it is estimated the 10% of all new jobs created in the next ten years will be related to home help and personal care.

TASK 4 JEOPARDY **AUSTRALIAN JOBS**



Time to play jeopardy and explore Australian Jobs.

Equipment needed



eduClick Student Workbook



Stopwatch or timer



Pen, pencil or highlighter

Instructions

1. In groups of 4 – 6 you will select a category and points amount. For example, “State by State for 400”.
2. Your teacher will then ask you the corresponding question for the category and points amount from their eduClick teacher resource.
3. You will have 30 seconds to confer with your group once the question is read before giving your answer.
4. If you get the question correct the points are added to your groups tally which your teacher will have written on the board and you get another turn. If you get the question wrong the next question passes to the next team.
5. There is only one question for each category and points amount. You will need to cross off each one below after it has been used.
6. The team with the most points at the end of the game wins!
7. Once you have completed the game, your teacher will write eight questions on the board for you to copy and answer in the next section.

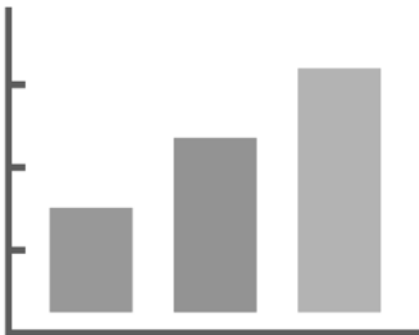


Interpret graphs and tables

Employment data is often presented on graphs and tables. This allows for comparisons, trends and patterns in the data to be easily identified. Graphs represent data pictorially in an organised manner making it easy to read and analyse information. It shows a relationship between two or more things. There are a number of types of graphs that are used by the Australian Bureau of Statistics (ABS) and other government departments to report employment data.

The most common of these are:

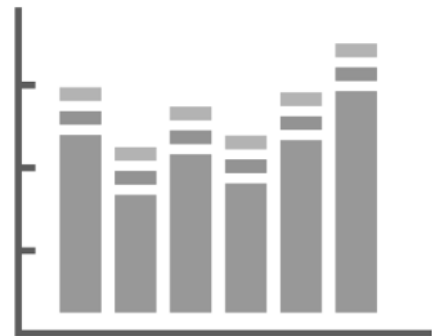
Grouped Bar Charts



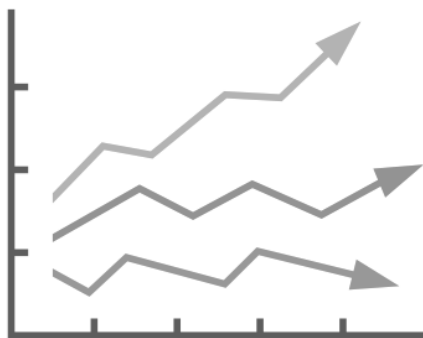
Pie Charts



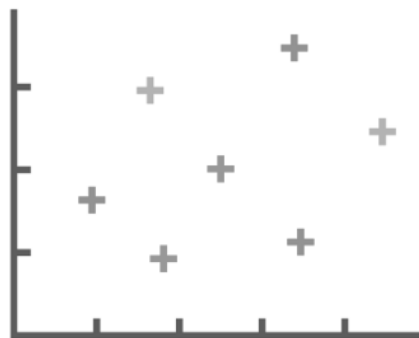
Stacked Bar Charts



Line graphs and charts



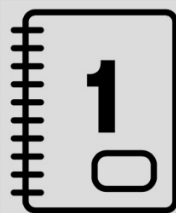
Dot graphs, Plot or Scatter Plot



How to analyse data

When preparing to analyse data you should look at the title of the graph or table as a starting point. This will tell you what information the graph or table is displaying. After this look at the key or legend, if there is one. This will tell you about what the datasets on the graph represent. They are generally displayed in the same order in which they appear on the graph.

Next you need to read the horizontal and vertical labels. This will tell you the measurement being applied to the data. Most often employment data is displayed as a percentage or by a number. If reading a table, take note of the headings at the top of each column, these will tell you what data it contains. Then read the data from top to bottom and left to right to find the information you are looking for.



1. List five reliable and creditable sources you could access to research future career options.
2. Outline three advantages of having a part-time or casual job while still at school.
3. What is the 'Labour Market'?
4. What is a skills shortage area?
5. How does the Australian Government work out where skills shortages exist and why would this information be important?
6. What is an industry growth area?
7. List three industry growth areas in Australia.
8. Why would it be important to analyse information relating to employment?
9. Describe how you could determine that information you have researched on the internet is creditable and true?
10. Give tips on how best to summarise information.
11. Suggest three things you should do when analysing data?
12. Outline one advantage and one disadvantage of pursuing employment in high, medium and low-growth areas?

Employment planning and decision making

Key knowledge



- Strategies to engage planning and decision-making relating to employment, such as SWOT analysis, rational decision making model and consulting with trusted people such as careers specialists, mentors, employers and colleagues.

So far, we have looked at how to source creditable employment information, research labour markets and trends, analyse information and interpret graphs and other data in order to find out as much as you can about potential future careers you may be interested in. We have looked at industry growth areas, skills shortage areas, emerging industries and global trends to determine the types of jobs that may exist in the future and areas where employment is growing.

Now we are going to look at strategies you could use to plan and decide on future education and employment prospects.

These strategies include:

- Using a rational decision-making model
- Conducting a SWOT analysis
- Consulting with trusted people

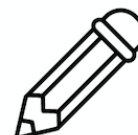
These strategies can help you to plan what training, additional skills, qualifications and experiences you should look to obtain in order to make you more employable in your future career. Consider also the resources that you have at your disposal to assist you. For example, do you know someone in the industry that could offer you further insight into what a potential employer may be looking for? Do you have great references and referees who can recommend you? Future careers do not just happen, they must be planned for. As they say "By failing to prepare, you are preparing to fail!"



Attributes

A person's attributes are the traits that form their personality. They are the qualities, character or characteristics that are used to describe you as a person. Your attributes are what make you unique and these can be both positive or negative. These attributes will influence how you approach life and your work. They include things like being open minded, confident, flexible and adaptable.

TASK 10 CAPABILITIES & ATTRIBUTES BINGO



Let's play Bingo!

You teacher will give you a Bingo card and a set of counters.

Your teacher will then read out a description of a person. You are to look at the personal capabilities and attributes listed on your Bingo card and see if any match the description given by your teacher.

If you think you have a match, cover it with a counter.

The first person to have five in a row (horizontal, vertical or diagonal) wins!

For example, "A person who is modest, not overly proud" would be HUMBLE.

eduClick BINGO

Personal capabilities and attributes

Trustworthy	HONEST	WILLINGNESS TO LEARN	flexible	INNOVATIVE
ENTHUSIASTIC	OPEN MINDED	MOTIVATED	Thinks outside the box	CREATIVE
ETHICAL	Problem Solver	Effective Communicator	Sense of Humour	RELIABLE
good attitude	RECKLESS	TIMID	Functions well under pressure	confident
VAIN	generous	assertive	HUMBLE	DEDICATED



1. What is goal setting and why is it valuable?
2. What is the difference between and long-term and short-term goal?
3. Outline three things that you should have in order to develop a set of solid goals.
4. Why is it important to have your goals written down?
5. Outline the SMARTER method for setting and tracking goals.
6. Outline each of the following factors that should be considered, in combination when considering future employment and/or education opportunities. Provide an example of each: Personal aspirations, skills, capabilities and attributes.

Skills and capabilities for employment and further education

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

This area of study considers the changing nature of work and the impact this has on future career pathways. In this outcome, student distinguish between transferable skills that are valued across industries and specialist and technical work skills required for specific industries. They are able to recognise how personal capabilities and attributes contribute to future success and demonstrate their own skills, capabilities and attribute through artefacts and evidence.

The changing nature of work



Key knowledge

- The changing nature of work

The world is changing and evolving and so is the way we work. While some jobs are being replaced by automation and robotics there is still a rise in the need for people with critical thinking skills who can recognise emotions, foster teamwork and contribute positively to workplace culture.

Work patterns and structures have changed, workplaces are becoming more dynamic, flexible and fast-paced. Globalisation and new technologies have changed the types of work that Australians are engaging in and how. There is an increasing demand for technologies to make work easier and less mundane.

People and their views on work are also changing as we all strive for a healthy work-life balance. People are asking for more flexible working arrangements including working from home and flexible hours of work.

Let's have a look at some of the ways in which the nature of work in Australia has changed.



Technological developments

Technology has changed the way people work, giving users greater flexibility and while saving them time and energy. The development of automation, robotics, artificial intelligence will make work more productive, efficient, effective, safe and convenient.

It has been estimated that by 2034 automation will displace 2.7 million Australian workers which is 21% of our total workforce and that technology will augment 4.5 million Australian workers. Totally, it is projected that 7.3 million Australians who will be impacted by technological changes by the year 2034.

Developments in technology will also create new jobs such as software developers, data engineers, integrators and scientists as well as robotic engineers, strategy analyst and testers.

Let's have a closer look at some of the pros and cons of remote working:

Pros



There is no commute

You do not need to travel to an office, saving you time. Reduce stress levels in the morning from not sitting in traffic or rushing to be on time.



Flexibility and freedom

You can work the hours that you want and work from anywhere. You can duck out to run errands, attend appointment or even work from your favourite café.



Increased comfort

You get to wear whatever you like. There is not dress code if you are working on your own at home. Making you more comfortable and spending less money on office attire. You can also sit wherever you like, on the couch, on a daybed or even in your backyard in the sun.



Increased productivity

You can work when you feel most productive. There are also less interruptions from co-workers allowing you to focus on your work and complete it quicker.



Greater work life balance

You can be present, and spend more time with your family.



Save money

Those who work from home half of the time can save up to \$4000 a year. You can reduce or eliminate spending on public transport, petrol, parking, car maintenance, professional clothing, lunches, coffees and afterwork drinks.

Cons



There can be distractions

A growing basket of washing or a Netflix series you are currently bingeing can distract you from working. Having children at home can also mean that you are constantly interrupted making it difficult to create a good workflow.



Less interaction

Working from home create less interactions with co-workers. You may miss the human contact and informal conversations in the staff room. This could lead to feelings of loneliness.



Work is always there

Your work is always accessible so you can't get away from it. Working in an office you can switch off and leave it behind. You could have difficulty switching off from your work and being present at home as there is no physical separation between work and leisure time.



Self-starter

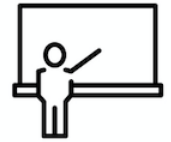
To work remotely you need to have initiative and be a self-starter. You need to be motivated to get out of bed every day and get cracking on the work that needs to be done.



Misinterpretation

Communicating with co-workers via Zoom or TeamViewer is not the same as communicating in person, especially when there are a number on people on one call. It can be difficult to observe non-verbal cues and information may be misinterpreted.

TASK 3 CATEGORISE THE BROAD SKILLS



Categorise each of the following broad skills into one of the five categories by placing a tick in the corresponding box. Some skills may be a combination of categories.

Broad skills	Communication	Interpersonal Skills	Leadership and	Planning and Research	Everyday Skills
1. Identify and solving problems					
2. Dealing with conflict					
3. Creating ideas					
4. Being punctual					
5. Coaching					
6. Setting goals					
7. Gathering information					
8. Managing time					
9. Negotiating					
10. Managing groups					
11. Facilitating group discussions					
12. Motivating others					
13. Respectfully delegating tasks					
14. Providing constructive feedback					
15. Listening					
16. Accepting responsibility					
17. Writing in a clear and concise manner					



Planning and organising

Planning and organisation relates to your ability to identify and set objectives and goals for yourself and then prioritise your workload and other resources to achieve them. It is your ability to put together a schedule and monitor your process towards these objectives and goals and where required anticipate problems and make adjustments.

An employee who is well planned and organised is someone who is efficient, effective and productive, hence why employers want them. Someone who has the ability to plan and organise their own workload will not require micromanaging, instead they will carry out their work and complete it on time without any hassle.



To improve your planning and organisational skills practice them. Use a diary or online scheduling app to organise your time and plan what needs to be completed and by when. Planning your studies by simply writing down all of your homework tasks, projects and assessments and scheduling time to work on each one around your activities, work shifts and social events is a great start. Also look for opportunities to plan and organise things like a dinner or movie night with friends, a travel itinerary for a family holiday, a birthday party or even the cooking three course for your family where you have to organise all ingredients, preparation and the various cooking times of each course. You could also plan a budget for yourself, documenting all incoming and outgoing and planning how you might save for that special item you are wanting to buy. The experience that you gain from each of these tasks will further develop your planning and organising skills.

To demonstrate your planning and organisational skills on your resume or during an interview highlight experiences where you have:

- Set goals and achieved them
- Established priorities by identifying critical tasks and set deadlines
- Had to make decisions and estimate the time, effort and resources need to complete a task
- Used a planning or organisational tool such as google calendar or a scheduling app like 'When I work?'

TASK 12 PLAN THE WEEKLY SHOP!



Plan and organise a weekly meal plan!

Through this activity you are going to practice your planning and organisational skills. You are going to create a weekly meal plan for your family. You will plan meals for 7 days, three meals a day: Breakfast, lunch and dinner.

Using the internet to assist you, you need to come up with 7 days' worth of different and unique meals. You cannot use the same meal twice. You have a total budget of \$300 to spend. When planning your meals, you will need to keep this in mind and track your spending.



Interview

If your application is short-listed you may be invited to interview for the position. An interview is usually a face-to-face structured conversation where you will be asked a series of questions by representatives of the business or organisation to determine if you are the best candidate for the job role. This conversation is an opportunity for you to showcase your qualifications, experience, skills and knowledge that make you the right fit for the advertised role. The potential employer will be trying to determine what you have to offer and can bring to the role and who you are and if you will be a good cultural fit for the workplace. We will have a closer look at interviews later in this area of study.

*I am a great
Candidate for
This JOB!*

Features of a resume



Key knowledge

- The features of a resume and strategies to effectively promote relevant skills, knowledge, qualifications and experience in a resume.



Key skills

- Apply knowledge to simulated workplace scenarios through evidence and examples, including writing resumes, applying for mock jobs and participating in mock interviews.

A good resume is the key to getting a job. A resume is your first introduction to your potential new employer. It is important that it showcases your best qualities and leaves an impression which allows you to progress to the next step in the application process. A resume allows an employer to review your qualifications, background and experience to determine if you are suitable for the job role and invite you to interview for the position.

Simply put a resume is a formal document created to present your background, skills and accomplishments. A resume is often combined with a cover letter which is used to introduce yourself and your resume. A cover letter should highlight the main points of your resume that make you a perfect applicant for the job you are applying for. A good cover letter should tie your qualifications and experience directly to the job description.

Depending on the type of job you are applying for your resume and cover letter may be uploaded to an online employment marketplace like SEEK, posted in hardcopy to an office or handed directly to someone in the workplace where you are applying for the job.



TASK 6 CREATE A COVER LETTER



Create your own cover letter! Using a computer and word processing software you are going to create your own cover letter for one of the following jobs.

Choose the job that you feel you could demonstrate that you have the most experience, education and qualifications.



shoes boutique

Retail assistant – Casual Shoes Boutique, Summerset

- Work amongst an Industry Leader
- Ongoing Training and Support
- Customer focussed, fast-paced, rewarding role.

If you think that this job is the right fit for you, Apply now! Send applications to Maree Leister. Manager, 12 Harvester Road, Summerset.



Fast food crew member – Casual Chick-fil-A Limited, Garden Grove

- Love chicken and chips, this is the job for you!
- Work with the an enthusiastic, passionate and committed team
- Staff discounts, great team and friendly environment.

Send applications to Harry Winkle, Branch Manager. 89 Ranger Road, Garden Grove.



Café and Bar

Restaurant server – Casual Batter-Up Café and Bar, Melbourne CBD

- Work with a professional team
- Busy, fast paced environment
- Flexible working hours

If you think you are ready to take a swing at this job, apply now! Send applications to Tommy Jaxon, Manager. Crown Entertainment Complex, Shop 101 Melbourne CBD.



GoShop
LOW PRICE

Supermarket cashier – 15 hours PW Go Shop Supermarkets, Lemmington

- Busy, fast paced environment
- Flexible working hours
- Customer focussed
- Authentic and independent culture.

Send applications to Fiona Day, Area Manager. 151 Jumbuk Road, Lemmington

Why do you want this job?

This is a great question that, if answered in the right way can show that you have taken the time to research the organisation and really thought about how you could be a good fit for the role. This is a common question and one that you should definitely have a response for ready to go.

You should think about what you have to offer and how it could benefit the organisation. Consider what you could bring to the organisation that could make it more successful and how your values and goals will complement those of the organisation.

Examples of sentence starters for why you may want the job:

- I feel that my experience and the knowledge that I have gained from it will add value to your organisation...
- I feel that my skills are well suited to the role because...
- I see this job role as an opportunity to be involved and with an exciting/forward-thinking organisation. I feel I can contribute through...
- I am excited by this role, I feel it is a great opportunity for me to...
- I had a really good look at your website and social media and have read your organisation's mission statement. I feel that my goals clearly align with your organisation...

What are your strengths?

Choose two or three strengths that you feel related to the role you are interviewing for and would be desirable qualities that the organisation would be looking for. When outlining your strengths, where possible provide examples. For example, you might highlight that communicating effectively with others is a strength of yours. You might give tell the interviewer about how you often do school tours for prospective new parents at your school.

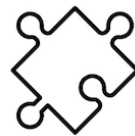
Examples of strengths you could highlight include:

- | | |
|------------------------|-----------------------------|
| • Leadership skills | • Flexibility |
| • Communication skills | • Focus |
| • Patience | • Dedication |
| • Self-motivation | • Reliability |
| • Initiative | • Creativity |
| • Honesty | • Integrity |
| • Problem-solving | • Decision making |
| • Time management | • Planning and organisation |



1. What is an interview?
2. When might an interview be used and why?
3. Why is it important to do research before your job interview? How could it help you?
4. How should you dress for an interview?
5. What are three things that you should and shouldn't do during an interview?
6. Highlight three questions that you could ask during an interview and three that you shouldn't.
7. Why is it important to be punctual for your interview?
8. What are two positive and two negative non-verbal communications?
9. What are three things that you should and shouldn't do during a group interview?
10. Why would it be beneficial to practice answering questions prior to your interview?

TASK 2 BREAK THE CODE! GET THE JOB!



Break the code! Get the job!

Imagine you have just had a job interview. You have had an amazing interview and the employer thinks you are perfect for the job. That said, there is also another applicant who has also done really well.

The employer has challenged you to use all of the information you have learnt about getting a job and preparing for an interview to attempt to solve five challenges to help them decide who should get the role.

Each challenge you solve will reveal a numbered code. You will need to copy each of these codes onto the score card provided.

Once you have collected all five codes on your score card, you will follow the instructions provided to reveal a word which will hopefully tell you that you've got the job!

Good-luck 😊



Challenge 3: Hidden interview words

Hidden in the word search below are eleven things you should do before, during and after an interview. They are hidden forwards, backwards, diagonal and diagonally backwards. Find them.

T Z E D R R F S L T A A M M B
 W C F D S O Z G C H C B E F E
 U V A R X N C M S I Y D N W P
 P V R T E L F K M N Z C V K U
 T A N T N V X Q L K Y C Z Y N
 J I S B R O A I B T C G V J C
 D I P Y U N C L O R Z P T G T
 L W U P S G P E W K G T R D U
 Z S X W D Q R I Y V E E Y E A
 X Z E P R J V E L E S V H R L
 H R F F E B D A E P E A Y A O
 R E S E A R C H O T U C T P N
 E M Z P S W T N P P M H L E P
 P A S V N O D K N A H T E R O
 S E L I M S B S O N F H Q P I

Write down the 11 words you have found below. Then, using the cryptogram below write down the numbers that correspond to the first letter of each word you found, in the boxes provided.

A	B	C	D	E	F	G	H	I	J	K	L	M
22	6	15	5	10	2	18	12	24	3	21	14	9

N	O	P	Q	R	S	T	U	V	W	X	Y	Z
4	16	11	1	17	7	26	23	19	8	13	25	20

To create your code for this challenge, order the numbers from the lowest to the highest. Copy this 11-digit code onto your challenge scorecard.

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