Task Booklet



Career Planning and Employment Module

FSKLRG007 Use strategies to identify job opportunities

FSKLRG010 Use routine strategies for career planning

FSKLRG011 Use routine strategies for work-related learning

Student’s Name:

## Instruction

These tasks are to be completed in one of two ways:

**Method One**

Using a word processing software (e.g. Microsoft Word) and creating a digital booklet with your responses to each tsk. Ensure you use correct spelling, punctuation and grammar.

Always check that you have saved your work before editing. It is a good idea to save as a different version each time you complete a task as this way you are unlikely to lose work already completed.

To save as a different version simply add a version number at the end of the file’s name, i.e. Numeracy Booklet 1-0, next time it would be Numeracy Booklet 1-1.

*or*

**Method Two**

Print out the Task Booklet, complete it in your handwriting ensuring your writing is neat and legible. When all tasks are completed, scan the whole booklet into a PDF file.

Regardless of which method you choose, when you have completed all tasks, you need to email the booklet to your trainer/assessor.

## Task 1

Think about the qualities that you will need in the workplace for the job role you would like to apply for. Write down the name of the job role, four key qualities required of the job role and explain why these qualities are so important.

Job I would like:

1.
2.
3.

## Task 2

In a short paragraph, discuss the importance of team work and how you will need to work in a team in your desired job role.

## Task 3

Think about the following three areas and identify how you could enhance these areas to increase your chances of getting a job:

Self-image:

Self-motivation:

Self-confidence:

## Task 4

Think about your preferred industry and job. Use the Internet to search for two companies where you could be employed in your preferred job. Write the names of the companies and their web URL below:

1.
2.

Are there any industries that are more common in your chosen area of employment?

Are any of these organisations/workplaces ones that you would like to join or work at in the future? Briefly explain your answer.

Is your dream job in a location that would mean you would have to move away from where you currently live? Would you do this? Explain why or why not.

What type of employment would you like, e.g. casual, full-time, part-time or contract? Explain why.

**Task 5**

In what specific area does your preferred career sit? (For example, perhaps your chosen career is to be an accountant; therefore you would need to search the finance area on a job searching site.)

Who are the principal employers in your chosen area? List at least two.

Go to Seek or another employment website and see what jobs are available in your industry and in your area. List three different jobs – try to make them as different as possible.

What do you think are the future prospects for your chosen industry?

## Task 6

Think about what type of job you would like to be doing in 10 years’ time. Write it down here.

Now research the Internet and find some information about the requirements for your future job. For example, what sorts of skills and knowledge would you need to learn in order to do this job?

What training/education could you do in order to gain the skills and knowledge required for this job? For example, a short course, an apprenticeship or a full qualification. Give one example.

Use the Internet and find out where you could do this training. Write down the name of the company or organisation (i.e. TAFE, university, RTO) offering the training/education.

## Task 7

## List four ways you could find employment.

1.
2.
3.
4.

## Task 8

Collect three advertisements for positions vacant in your chosen industry and fill out the table below. You can choose any source of job information you like for this activity (e.g. the Internet or the newspaper).

Now write down a possible career pathway for each job you found and then identify any training/courses you feel would be required of each job.

|  |  |
| --- | --- |
| Job 1: |       |
| Pathway for this job:      |
| Training required for this job:      |
| Job 2: |       |
| Pathway for this job:      |
| Training required for this job:      |
| Job 3: |       |
| Pathway for this job:      |
| Training required for this job:      |

## Task 9

List three of your interests, three things that you do in your spare time and three skills you have.

Interests:

1.
2.
3.

Things you do in your spare time:

1.
2.
3.

Skills:

1.
2.
3.

List three broad categories of industry/areas or jobs that might relate to your interests and hobbies and skills.

1.
2.
3.

## Task 10

Imagine you want to learn more about Microsoft Word, but only have a very basic skill level. The job you want requires the employee to be able to use this word processing software to a sound level. You know that you need to get better at using Word if you want to be successful at getting a job.

Currently, you know how to do the following in Word:

* open the program
* type some text and add some simple formatting
* save the document
* print the document.

List four ways of learning that could help you to improve your Microsoft Word skills and knowledge. Put a star next to any of these that match your preferred learning style.

1.
2.
3.
4.

## Task 11

The Internet has many websites that help job seekers. Have a look at some websites and read the information provided. Write down the addresses of at least three websites you visited and a brief description of the information included in the website.

1.
2.
3.

## Task 12

Identify three work-related goals you have, a barrier to each goal and a strategy to overcome each barrier. These don’t have to be large career goals; they can simply be small goals you would like to achieve.

|  |  |  |
| --- | --- | --- |
| **Goal** | **Barrier** | **Strategy to overcome barrier** |
|       |       |       |
|       |       |       |
|       |       |       |

## Task 13

In this task you need to complete setting up and having endorsed your Senior Education and Training Plan (SETP).

When this submitted and endorsed, complete the section below.

|  |
| --- |
| **SETP completed** |
| **My Senior Education and Training Plan is completed and uploaded into the QCAA repository.** *(Tick box if this correct)* | **[ ]**  |