



CAREER DEVELOPMENT PROGRAM

With youth unemployment at all time high, the Career Development Program provides a holistic approach in the development of fundamental employability, business and life skills sets that better prepares participants for a smooth transition to work.

The program comprises of 3 modules and a resource tool 'My Career Passport':
These modules are 2 hours in duration and it is envisaged will be facilitated over 3 school terms. One module per term.

- Module 1: Career Planning**
- Module 2: Resume Building**
- Module 3: Interview & Business Success**

The 'My Career Passport' is a live and workable resource that provides an avenue for students to document and track the development of behavioural based skills better preparing them for future prospective employers and the workforce in general. The skills include:

• Written and Verbal Communication	• Planning/Organising
• Resilience	• Flexibility
• Team Work	• Leadership/Entrepreneurship
• Problem Solving	• Decision Making
• Information Technology	• Initiative
• Customer Service	• Safety Awareness

'My Career Passport' includes information on its purpose and instructions on its use. Each skill is designated 2 pages, one offering a definition of the skill with ideas and examples. The other provides students with a sample of how to document behaviour based examples.

The development and delivery of the 4 modules is delivered by the developer Cherie Topfer, who has a Certificate IV Workplace Training & Assessment coupled with 25 years' experience within the Human Resource and Training Sectors.

To ensure the program is meeting the outlined objectives, regular feedback and monitoring of outcomes is undertaken with key stakeholders, including students, education personnel and businesses who participate in mentoring activities.



MODULE 1 – CAREER PLANNING– 2 hours

Objective and Overview

This module is designed to assist students to establish career options, and give them skills, knowledge and motivation to achieve career objectives through the exploration and gathering of information on potential careers. During the workshop students will:

- Learn the 4 steps to Career planning
- Discover careers that are aligned with their interests, values and personality through a paper based career interest survey
- Research 3 potential career options to gain an understanding of what training and education is required to pursue the career options
- Define career goals and strategies to achieve them
- Understand the 12 basic skills required for any career

My Career Passport is introduced and explained.

Assessment

Outcomes from individually completed Career interests surveys are used to research potential career pathway options through the internet, including the utilisation of bulls eye career charts from the my futures website. From research students are required to choose one option as a basis for modules 2, and 3.

MODULE 2 – RESUME BUILDING – 2 hours

Objective

The resume building module is designed to equip students with practical skills to construct a resume and cover letter that will assist them in securing a job. During this module students will:

- Learn the purpose of a resume and why it is important in their job search
- Understand sections of a resume
- Learn what to include in a resume by identifying their strengths, skills and accomplishments
- Develop a career objective to include in a resume
- Learn how to use resume action verbs
- Learn How to avoid common resume mistakes
- Learn how to format and design a resume and cover letter

Assessment

Students complete a resume workbook which is broken into 10 sections. On completion of the workbook students will have the necessary information to develop a resume based on one of the Career options identified in module 1.

MODULE 3 – INTERVIEW & BUSINESS SUCCESS– 2 hours

Objective

This module is designed to develop effective skills for interview and business success. During this module students will:

- Develop skills to prepare effectively for the interview
- Understand interview best practice techniques
- Learn how the interview works
- Learn what interviewers look for
- Learn the art of verbal and non-verbal communication
- Understand the different types of interviews and interview questions
- Understand the process post interview
- Develop interview confidence
- Understand different work behavioural traits through DiSC profiling
- Understand an entrepreneur mindset
- Identify the 3 steps to giving a handshake
- Dress for success
- Understand basic guidelines in the use of the internet, email, voicemail and mobile phone.

Assessment

Utilising the resume and cover letter developed in module 2 students will undertake mock interviews and have the opportunity to play, the interviewer, interviewee and observer. On completion of the mock interviews students complete a self-evaluation on their performance as the interviewee.. Participants will be involved in role plays and group discussion to describe and identify various types of body language and understanding of different work behavioural traits and business etiquette concepts in the workplace.

Package 1:

3 modules as outlined above

These modules are 2 hours in duration and it is envisaged it will be facilitated over 3 school terms, delivering one module per term.

Numbers

Minimum: 20

Maximum: 30

Investment

Facilitation of 3 modules \$35 per student without My Career Passport

Facilitation of 3 modules \$75 per student with My Career Passport



Package 2

For a 1 hour taster workshop, the focus will be on one of the above workshops with snippets from the other 2. Schools can choose what they would like the focus to be on depending on their needs.

Numbers

Minimum: 80

Investment

\$20 per student

The My Career Passport resource will not be included in package option 2