





Get ready to tour and explore the world of careers

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This Career Taster Passport workbook is produced for the use of students participating in a Year 9 Career Taster Program.

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Boarding pass

Your start to your career journey	
Name:	
Class:	
Date:	



Career Taster Program information

Student information

Welcome to your Year 9 Career Taster Program. This program will help you to think about what you like or what you are good at, and how you can use this information to start looking at potential career opportunities.

The learning content in this document addresses the requirements of the 52891WA - Course in Early Career Discovery which includes the following unit of competency: ECDUCD001 Undertake early career discovery.

In this program you will learn how to:

- Explore your career aspirations, values, interests, strengths and skills.
- (2) Explore different industries, occupations, career and training pathways.
- (3) Identify career planning tools and activities.

This program can be completed as a **non-accredited** course (no assessment required) or as an **accredited** course (where you complete the assessment to attain a certificate).

Your school will advise you of the option available to you.

This passport will support you through your Career Taster journey.



Important information for teachers:

If you are delivering this course through a non-accredited pathway, completion of all learning activities (Learning gates) is optional. The course structure may be customised to suit the delivery strategy of the school/teacher.

Please refer to the **Trainer and Assessor Guide** for further information.

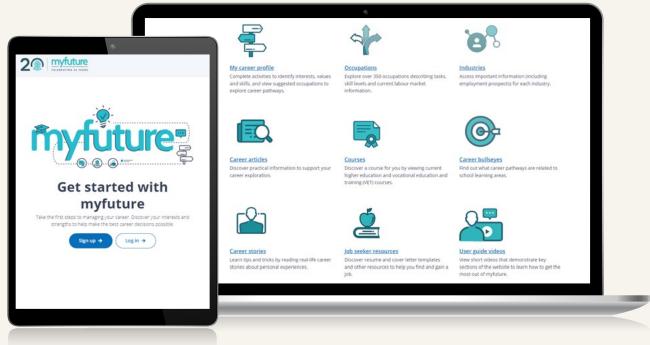
a introductor to

myfuture

Student information

During this course you will be directed to the myfuture website where you can use the online tools to identify your career interests, values and skills and explore your career pathways.

To access the website, click on the following link: myfuture.edu.au



ESA website images: © 2022 Education Services Australia Ltd. Used with permission.

Sign up and log in to personalise your myfuture account.

You can use this website all the way through school and add or change information at any time.

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TOPIC 1 | Complete career profile

What is a career?

Maybe you're thinking "I just want a job, why do I need to plan for a career?" or you're wondering what the difference is between the two?

A job is work you do to earn money. A **career** is the variety of experiences that you have undertaken throughout your life. As you gain more experience in the world of work and life, you are building your career. Your career takes into account your **education, training and paid and unpaid work**. It also includes your **family and life roles, activities, volunteer work, community involvement** and more.

If you are still at school, playing in your local basketball team and working casually at the local supermarket, you already have a career. You build your career and develop skills as you gather life, work and learning experiences.



Click the link below to watch the following video: Cameron's Career Story

youtube.com/watch?v=UhA4aPIRHNc ☑



Cameron did work experience while still at school, which led to an apprenticeship. These experiences set him on a path to a fantastic career!

What inspires you about Cameron's story?

What do you want in a career?



Do you want a career where you can **care for people** and **feel good** about what you do? You might consider a career working in health or community services.

Do you want a career where you can be **creative** and **make things**? You might consider a career in hospitality or arts.





Do you want a career where you can work outdoors, do manual tasks or build things? You might consider a career in mining or construction.

Do you want a career where you can be **active, keep fit** and get **satisfaction** helping others? You might consider a career in sport and fitness.



Getting to know yourself

Knowing yourself, and finding out what careers are out there is a good place to start. Getting to know yourself also gives you confidence to seek out careers that suit your interests, skills and aspirations.

Once you get to know what you might like to do and could be good at, you can take a look around to see what is out there.

Your interests

Identifying your interests can be a good starting point for thinking about your career. This may help you identify what type of industry you would enjoy working in.

Think about:

- » What interests, activities or roles you enjoy?
- » What have you done in the past?

For example, you may like animals and enjoy being around them. Therefore, you might be attracted to a career working with animals.

Learning gate 1

PART 1:

List three things you are interested in. These could be hobbies, subjects at school or general interests.

1



PART 2:

Now complete the Interests activity on the myfuture website. This activity will help you to identify what you like doing.



Log into (myfuture.edu.au D) click on Students

Click on My career profile

(3) Complete the **Interests** activity

Which interest area did you score the highest in?

What type of job roles were suggested for this interest area?



Your skills and strengths

Identifying the skills and strengths you have and would like to develop can help you identify careers that match these.

Learning gate 2

PART 1:

Think about the skills you have gained in your life already. What could you teach someone?

Then think about your strengths. What are you good at? What do you do well?



Skills I have gained (That I could teach someone)



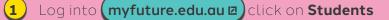
Strengths I have (What I am good at)



PART 2:

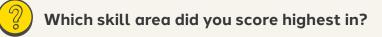
2

Now complete the **Skills** activity on the **myfuture** website. This activity will help you to identify the skills you may like using at work.



Click on **My career profile**

3) Complete the **Skills** activity





What are these skills used for?

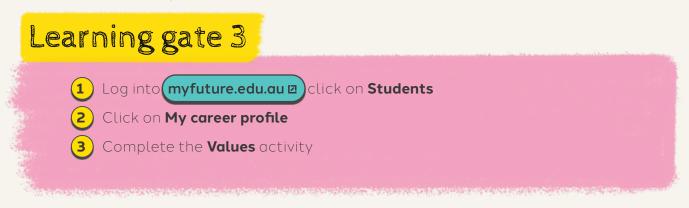
(For example, business skills are used to meet people, talking, discussing and leading others.)



Your values

Values are what you personally find important and gain satisfaction from. When you identify and understand your values you can better explore suitable career options.

Everyone values different things in a career. Some people value working conditions, such as working shifts, or the environment they work in, such as working outdoors, whilst others value making a difference to the lives of others.







Your aspirations

An aspiration is a strong desire to achieve something that means a lot to you. In a career sense, your biggest aspiration should be a career that involves something you enjoy doing or are passionate about.

Learning gate 4

PART 1:

Write down two or three things that inspire you, you are passionate about and you enjoy doing.



What inspires me?



What am I passionate about?



What do I enjoy doing?

PART 2:

Now complete the **Dream job** activity on the **myfuture** website. This activity will help you to identify your biggest aspirations for your dream job.



Log into myfuture.edu.au D click on Students

Click on **My career profile**

3 Complete the **Dream job** activity

Your work preferences

To help you understand what roles and work environments suit you, you need to understand your **work preferences** – how do you prefer to work?

You can do this by thinking about the types of **activities you enjoy and the environments you work best in.**

Understanding your work preferences will help you target your search towards a career that best suits you.

Learning gate 5	
1 Tick the ones you prefer the most.	An star find all star find to star an an idea and an a star financial data to a star star a data star () a have star a () and a
Working indoors	Working outdoors
Working alone	Working in a team
Analytical activities (examining things in detail to discover more about them)	Creative activities (using your imagination or ideas to create something)
Practical activities (working with your hands)	Theoretical activities (researching information)

List some **occupations** you can think of that would suit your work preferences:

2

Your study preferences

Think about the **subjects** you like to learn. These could be school subjects or subjects that interest you in your personal life, such as English or astronomy.

The knowledge that you gain from these subjects can influence the career pathway you might do well at and enjoy.

Identify the subjects that **excite, inspire** or **interest** you and see how they relate to future training or careers.







How can these subjects connect to your future learning, work or life?

TOPIC 2 | Explore career options

What are industries?

Industries are groups of businesses, which perform related work activities. There are 19 Industries under the Australian and New Zealand Standard Industrial Classification (ANZSIC).

For example, the **Accommodation and Food Service** industry. The **accommodation** sector includes hotels, motels and similar places providing short-term accommodation. **Food services** include cafes, restaurants, catering, snack bars and places that provide both accommodation and food services.

Australia's largest employing industries **Jobs by Industry** Australia's largest employing industries **Top Employing Occupations** Accounts for Registered Nurses **4**% Aged and **Disabled Carers Health Care and Social Assistance** of Australian 3 Receptionists female workers **Top Employing Occupations** Accounts for **General Sales** Assistants 10% Retail Managers **Checkout Operators Retail Trade** of Australian 3 aged and Office Cashiers 15 to 24 workers vears **Top Employing Occupations** Accounts for **Carpenters and Joiners Q**% 2 Electricians Construction of Australian 3 **Construction Managers** are workers self-employed **Top Employing Occupations** Accounts for 1 Accountants **9**% 78% Software and Applications Programmers **Professional**, Scientific and 3 Solicitors of Australian full-time **Technical Services** workers **Top Employing Occupations** Accounts for Primary School Teachers **9**% 000000 Secondary School Teachers Education and Training of Australian hold post-school 3 **Education Aides** workers qualifications

Source: Australian Jobs 2021. National Skills Commission. © Commonwealth of Australia. Used under Creative Commons Attribution 4.0 International licence

Learning gate 7

Explore different industries and learn more about what they provide.

- (1) Log into (myfuture.edu.au 🛛)click on Students
- 2) Click on Explore opportunities/Industries
- 3 Choose three different industries
- (4) Write down three activities for each industry
 - For example, the electricity, gas, water and waste services industry:
 - **1.** provides power to households
 - **2.** provides sewerage services
 - **3.** collects and disposes of waste and toxic materials
 - Then write down one **similar industry for each industry**



(5)

Industry





Similar industry



What is an occupation?

An occupation is the type of work a person does in a particular industry. There are more than 1,000 different occupations in Australia. That's a lot to choose from!

Learning gate 8 Log into myfuture.edu.au click on Students Click on Explore opportunities/Industries Choose three different industries Write down three occupations (from the top 20) that sit within these industries



Industry



What is an emerging occupation?

Industries constantly change as they adapt to new technology, changing consumer demand, and in response to changing global events, such as COVID-19. As an industry changes, **new occupations can emerge**. This means they develop and grow.

For example, the COVID-19 pandemic has resulted in more people working from home, which increased the demand for online shopping and virtual meeting platforms. Manufacturers adapted technology and developed new techniques to make face shields and hand sanitiser.

Emerging occupations identified by the National Skills Commission



Topic 2

Learning gate 9 Explore emerging industries and how your interests and skills might match that dustry. a to the National Skills Commission – Indicalskillscommission.gov.au/book-page/emerging-occupations/25-emerging-occupations results and one of your skills and one of your skills and one of your distribution interest areas you identified in Learning gates 2 and 3 For example: Interest area: Physical activity = Emerging occupation: Solar installer. Skill area: Caring for people = Emerging occupation: Nurse liaison Interest area



Skill area



Emerging Occupation



Job clusters

Job clusters are groups of jobs that have transferable skills. Jobs are more related than you think. When a person trains or works in one job, they can acquire skills for 13 other jobs. This is because, for many jobs, employers demand very similar skills.

For example, the customer service and people skills you gain from working in a food outlet can be transferred to working in retail, business administration and health care.

There are 7 new job clusters in Australia.



Click on the link to find out more about: 7 new job clusters to help young people navigate the new work order

cica.org.au/wp-content/uploads/The-New-Work-Mindset-FYA-November-2016.pdf

Learning gate 10

PART 1:

Using the **seven job clusters**, provide examples and indicate how you feel about each type of work.



R = Really interested**M** = Maybe**N** = Not interested

Explore further **Y/N**

The Generators

Require a high level of interpersonal interaction in retail, sales, hospitality and entertainment

Skills include: » customer service » communication » sales » organisational » merchandising » stock control » digital literacy	Examples of industries Examples of occupations		
The Artisans			
	al tasks related to construction, p	production, mainte	enance or
technical service			
Skills include: » organisational	Examples of industries		
» problem solving» digital literacy			
 » detail focused » training others 	Examples of occupations		
» teamwork			
» communication			
The Carers			
Cook to improve the me	ntal or physical health of others, incl	uding modical care	and nareanal support

Skills include:	Examples of industries
» communication » teamwork	
 » teaching » patient and client service 	Examples of occupations
 » problem solving » research » organizational 	
» organisational	



\smile		N = NOT Interested		
The Coordinators	istrative and behind-the-scenes	process or service	tasks	
Skills include: » digital literacy » customer service » detail focused » teamwork » organisational » administration	Examples of industries Examples of occupations			
The Designers Involve the use of science	e, mathematics and design to cons	truct or engineer pro	oducts or buildings	
Skills include: » management » problem solving » digital literacy » quality assurance » design » engineering » organisational	Examples of industries Examples of occupations			
The Informers Involve professionals p	roviding information, education	n or business servi	ces	
Skills include: » digital literacy » problem solving » creativity » communication » teaching » research » project management » report writing » data analysis	Examples of industries Examples of occupations			
The Technologists Require skilled underst	anding and manipulation of dig	gital technology		
Skills include: » project management » IT development » team work » programming » communication » customer service » detail focus » organisational	Examples of industries Examples of occupations			





Occupation





Learning areas/subjects



Similar occupations



Education and training pathways

Once you have identified a career that interests you and the skills required, you can identify the training and study pathway to help you get there.

Everyone's training pathway is different depending on their interests and ability.

Below are different training pathways available.



Apprenticeships and Traineeships

Apprenticeships and traineeships are a way of combining training and employment to complete a nationally recognised vocational education and training (VET) qualification. You can get ahead and start with a school-based apprenticeship or traineeship while at school.

Visit the Jobs and Skills WA website **jobsandskills.wa.gov.au** and the Department of Training and Workforce Development website **(dtwd.wa.gov.au**) to find out more about apprenticeships and traineeships.



Vocational Education and Training (VET)

VET provides you with practical skills and knowledge based on what employers need in the workplace. VET gives students the opportunity to participate in workplace learning, providing skills that are transferable across multiple employment and education pathways.

Some VET qualifications can be completed while you are at school and can contribute significantly towards your Western Australian Certificate of Education (WACE).

For more information about VET visit (jobsandskills.wa.gov.au



University (Tertiary Education)

University is where you can study for a degree to provide you with a broad education in a specific area of interest, for example, in social science, art or politics, or to become qualified for an occupation such as a teacher, psychologist, engineer, dietician or architect.

Australian Tertiary Admissions Rank (ATAR) provides a pathway to university however there are still options if you don't choose to study ATAR subjects, including:

- » completing a Certificate IV or higher VET qualification after you finish school;
- » completing a university bridging course; or
- » sitting the Special Tertiary Admissions Test (STAT).

Learning gate 11

Explore the training pathways for the occupations or learning areas you are interested in. These may be the ones you chose in Learning gate 9 or they may be different ones.



Occupation:

Skills required

School subjects that will help me to develop these skills

Level of training required

Tick the training pathway options for the required training levelApprenticeship/TraineeshipVocational qualificationUniversity

What I like about this occupation



Occupation:

Skills required

School subjects that will help me to develop these skills

Level of training required

Tick the training pathway options for the required training levelApprenticeship/TraineeshipVocational qualificationUniversity

What I like about this occupation





Occupation:

Skills required

School subjects that will help me to develop these skills

Level of training required

Tick the training pathway options for the required training levelApprenticeship/TraineeshipVocational qualificationUniversity

What I like about this occupation



TOPIC 3 | Plan your career

Career development activities

Once you have an idea about the occupation and job role you would like to do, you can start planning your **career pathway**.

An industry or occupation can sound good on paper but may be quite different once you are in the workplace. Doing a **career development activity** is a great way to get a taste and understanding of a career before you make any decisions.

Some examples of career development activities include:



Industry taster

Where you can visit workplaces or simulated workplaces to explore a particular industry through hosted experiences and tours.

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Career/Industry expos

Where you attend industry expos to gain a better understanding of career opportunities.

Check out Careers Expo 2022

careers-expo.com.au 🛽





Industry simulated experiences

Where you can do real workplace type activities through a simulated training facility, such as a TAFE college, Trade Training Centre or industry simulated training facilities.

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Careers Expo webpage: © Exhibit Events 2022. Used with permission.



Online experiences

Where you participate in webinars, industry presentations, online work experience activities and explore occupation profiles on the **Jobs and Skills WA** or **myfuture** website.

(jobsandskills.wa.gov.au 🗵

myfuture.edu.au 🛛 🖉

Virtual career exploration

Where you can participate in Virtual Reality (VR) experiences that help you explore a range of industries and occupations.

Check out SkillsRoad: The 360° Virtual Workplace

360.skillsroad.com.au 🛛





Industry mentors

Where you connect with mentors to build your understanding of what is possible, career journeys and how to work towards your learning and career goals.

Go to the Career Taster Portal to explore a range of interesting and hands-on career development experiences.

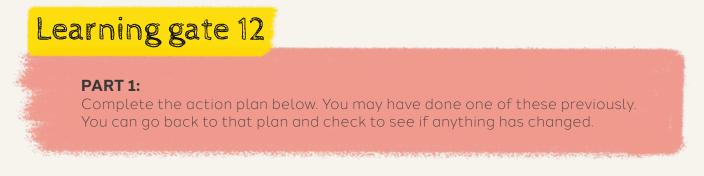
jobsandskills.wa.gov.au/careertaster 🛽



Action plan

Once you have an idea about some occupations you are interested in or something you would like to achieve, you can start your **action plan**.

Your action plan is a 'work in progress'. It is important to keep going back to your plan to check if anything has changed for you (e.g. interests, skills and opportunities).



👏 Action plan

Something I would like to achieve

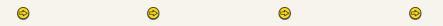
Skills I need to help me achieve this

Subjects in Years 10, 11 and 12 that can help me achieve this

Where can I find more information about the skills and subjects I need?

What career development experiences would I like to try?

How am I going to prepare for this? What are the steps I need to take?





Career role models

A **career role model** is someone who can provide you with information and advice about different career opportunities and the skills you need.

A good role model can:

- » share information and their passion for their industry or occupation;
- » help you identify the skills you need
- » help you identify training and employment opportunities; and
- » inspire and motivate you to achieve your career aspirations and goals.

A career role model could include:

- » family member, friend or elder
- » teacher, trainer or school career practitioner
- » coach or mentor
- » supervisor (if you have a part time job)
- » industry professional

Learning gate 12 continued

PART 2:

Write down two to three people who can help you with your career action plan and how they can help.







PART 3:

Write down what barriers might stop you from achieving your goal and what action you can take to overcome these barriers.





What is my **timeframe for completing the action?**





What is my timeframe for completing the action?



Career discovery report

Print out your **myfuture My Career Profile results** from **myfuture.edu.au** and attach to the back of this workbook.

Remember, you can complete more activities in your **myfuture** *My Career Profile* and update your career profile at any time as your career aspirations and goals change.

Career development passport

As you complete future career development activities, record them here. Reflect on what you liked and didn't like about the experience.





Jobs and Skills WA

jobsandskills.wa.gov.au 🛛

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