

# **Career and Enterprise Scope and sequence**

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## Career and Enterprises—Scope and sequence of content

<b>Career management</b>						
	<b>Unit PA Understanding the concept of work</b>	<b>Unit PB Exploring work in my community</b>	<b>Unit 1A Exploring my world and its connections</b>	<b>Unit 1B Entry-level work readiness</b>	<b>Unit 1C Personal career management</b>	<b>Unit 1D Personal independent career development</b>
<b>Self-understanding and management</b>	<ul style="list-style-type: none"> <li>identification of current personal skills, strengths, values and qualities</li> <li>identification of personal qualities and skills to be further developed</li> <li>using positive self-talk to develop self image</li> <li>self management including wellbeing and dealing with others.</li> </ul>	<ul style="list-style-type: none"> <li>using positive experiences to develop self image</li> <li>career success requires self management</li> <li>self management strategies, including wellbeing and dealing with others.</li> </ul>	<ul style="list-style-type: none"> <li>understand that self-image can be built by interacting with others</li> <li>understand how self-worth can be enhanced by self-reflection and seeking feedback from others</li> <li>understand that leaving school early can be an ongoing labour market disadvantage.</li> </ul>	<ul style="list-style-type: none"> <li>discovering things about our self-image by self-reflection</li> <li>personal interests, values and beliefs reveal who we are</li> <li>opportunities to become independent can be managed from entry-level.</li> </ul>	<ul style="list-style-type: none"> <li>self-understanding and management strategies                             <ul style="list-style-type: none"> <li>self-reflection</li> <li>relating personal profiles to a range of career options</li> <li>self-management as a vital career building tool</li> </ul> </li> <li>building supportive relationships                             <ul style="list-style-type: none"> <li>people and organisations who can provide support in school to work transitions or networks</li> </ul> </li> <li>understanding the need to change throughout life.</li> </ul>	<ul style="list-style-type: none"> <li>self-understanding and management strategies                             <ul style="list-style-type: none"> <li>matching personal and work profiles to possible future career pathways</li> <li>different career pathways in relation to different management strategies and networks</li> <li>self-management in relation to career success and independence.</li> </ul> </li> </ul>
<b>Career building</b>	<ul style="list-style-type: none"> <li>life roles</li> <li>contribution of experiences and people to work opportunities</li> <li>identification and expression of 'what I can do' with confidence.</li> </ul>	<ul style="list-style-type: none"> <li>links between personal work choices and skills</li> <li>how to access work opportunities and information.</li> </ul>	<ul style="list-style-type: none"> <li>personal and external resources can be used to secure work</li> <li>managing transitions</li> <li>access to ongoing education and training is vitally important.</li> </ul>	<ul style="list-style-type: none"> <li>work search tools for entry-level jobs</li> <li>resources available within industry areas which can be used to gain an entry-level position</li> <li>key elements of career progression within selected industry areas.</li> </ul>	<ul style="list-style-type: none"> <li>career building work search tools and techniques</li> <li>resources which can be used to develop an awareness of career competencies.</li> </ul>	<ul style="list-style-type: none"> <li>matching personal and work profiles</li> <li>using work search techniques and resources</li> <li>developing career competencies.</li> </ul>
<b>Lifelong learning</b>	<ul style="list-style-type: none"> <li>recognition of own skill base and personal qualities and workplace requirements.</li> </ul>	<ul style="list-style-type: none"> <li>general employability skills and job-specific skills</li> <li>how to learn new skills.</li> </ul>	<ul style="list-style-type: none"> <li>autonomy can be achieved with positive thinking and minimising anxiety</li> <li>school-to-work transitions may involve challenging and unexpected circumstances.</li> </ul>	<ul style="list-style-type: none"> <li>identifying learning experiences essential for entry-level jobs</li> <li>aligning personal profiles with career direction.</li> </ul>	<ul style="list-style-type: none"> <li>identifying personal strengths and weaknesses                             <ul style="list-style-type: none"> <li>as a career journey starting point</li> <li>as opportunities for improvement.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>personal and professional development learning experiences provide opportunities to develop skills and knowledge</li> <li>issues associated with career development in the immediate future.</li> </ul>

<b>Corporate citizenship</b>						
	<b>Unit PA Understanding the concept of work</b>	<b>Unit PB Exploring work in my community</b>	<b>Unit 1A Exploring my world and its connections</b>	<b>Unit 1B Entry-level work readiness</b>	<b>Unit 1C Personal career management</b>	<b>Unit 1D Personal independent career development</b>
<b>Workplace operations</b>	<ul style="list-style-type: none"> <li>definition of work</li> <li>workplace expectations.</li> </ul>	<ul style="list-style-type: none"> <li>workers have certain duties in their workplaces.</li> </ul>	<ul style="list-style-type: none"> <li>part-time and full-time work</li> <li>new types of workplaces and how they are affecting the job market.</li> </ul>	<ul style="list-style-type: none"> <li>where, when, how and why work is performed in specific workplaces</li> <li>the meaning of Occupational Safety and Health (OSH) and WorkSafe.</li> </ul>	<ul style="list-style-type: none"> <li>communication procedures and processes <ul style="list-style-type: none"> <li>key aspects of communication in the workplace</li> <li>appropriate communication skills</li> </ul> </li> <li>OSH guidelines <ul style="list-style-type: none"> <li>WorkSafe priorities and other safety issues.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>communication procedures, processes and systems and OSH practices <ul style="list-style-type: none"> <li>workplace communication systems</li> <li>teamwork in the workplace</li> <li>OSH legal rights and responsibilities for employees and employers.</li> </ul> </li> </ul>
<b>Efficiency, productivity and sustainability</b>	<ul style="list-style-type: none"> <li>what it means to do a 'good job'</li> <li>factors that contribute to job satisfaction</li> <li>balancing work, life and health and wellbeing.</li> </ul>	<ul style="list-style-type: none"> <li>resources, tools and skills are required to do your work well</li> <li>strategies and people who can help with problems.</li> </ul>	<ul style="list-style-type: none"> <li>how we learn what is expected of us as workers</li> <li>links between good organisation and efficiency.</li> </ul>	<ul style="list-style-type: none"> <li>employees at entry-level have a part to play in making workplaces satisfying, efficient and productive</li> <li>employers should endeavour to provide workplaces which are satisfying, efficient, productive and sustainable.</li> </ul>	<ul style="list-style-type: none"> <li>guidelines for personal responsibilities <ul style="list-style-type: none"> <li>the link between job descriptions and efficiency</li> <li>defining work roles and responsibilities</li> </ul> </li> <li>job satisfaction in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>training, education and industry standards <ul style="list-style-type: none"> <li>training and education related to efficiency and productivity</li> </ul> </li> <li>individual contributions to workplace productivity and sustainability.</li> </ul>
<b>Rights and responsibilities</b>	<ul style="list-style-type: none"> <li>contribution of the rights and responsibilities of employees and employers to a satisfying workplace.</li> </ul>	<ul style="list-style-type: none"> <li>stereotypical images related to work roles</li> <li>responsibilities to clients/customers and community.</li> </ul>	<ul style="list-style-type: none"> <li>the right of every young person to be employed and independent</li> <li>mutual obligation between employer and employee.</li> </ul>	<ul style="list-style-type: none"> <li>understanding basic contracts as a legal agreement</li> <li>expectations of entry-level contracts</li> <li>understanding training agreements including traineeships and apprenticeships.</li> </ul>	<ul style="list-style-type: none"> <li>contractual rights and responsibilities for legal, financial and ethical reasons for employers <ul style="list-style-type: none"> <li>basic elements of an employment contract</li> <li>contracts from the point of view of employees and employers.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>codes of conduct from the point of view of the employee and employer</li> <li>financial aspects of contracts.</li> </ul>

<b>Environmental influences and trends</b>						
	<b>Unit PA Understanding the concept of work</b>	<b>Unit PB Exploring work in my community</b>	<b>Unit 1A Exploring my world and its connections</b>	<b>Unit 1B Entry-level work readiness</b>	<b>Unit 1C Personal career management</b>	<b>Unit 1D Personal independent career development</b>
<b>Organisation of workplaces</b>	<ul style="list-style-type: none"> <li>• identification of work roles</li> <li>• identification of work options.</li> </ul>	<ul style="list-style-type: none"> <li>• basic structure/hierarchy of workplaces and associated roles.</li> </ul>	<ul style="list-style-type: none"> <li>• workplaces are places of continual change</li> <li>• specialised tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• workplaces are organised to provide services/products</li> <li>• workplaces are constantly changing in response to market demands</li> <li>• workplace changes have consequences for entry-level employees.</li> </ul>	<ul style="list-style-type: none"> <li>• structures and processes of systems designed to provide services and/or products <ul style="list-style-type: none"> <li>▪ how workplaces are organised at a local level to produce goods and services.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• specialised roles, rights and responsibilities of employees</li> <li>• influences of the organisation of workplaces on workplace patterns and settings.</li> </ul>
<b>Globalisation</b>	<ul style="list-style-type: none"> <li>• jobs associated with local services and products</li> <li>• work options outside the local area.</li> </ul>	<ul style="list-style-type: none"> <li>• implications of community factors for work opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• work information on the world wide web</li> <li>• local to global networking.</li> </ul>	<ul style="list-style-type: none"> <li>• businesses, industries and workplaces are part of a global community</li> <li>• world trends can have consequences for individual career management.</li> </ul>	<ul style="list-style-type: none"> <li>• challenges of globalisation at the local level <ul style="list-style-type: none"> <li>▪ challenges for individuals at the local level of working in globally connected workplaces</li> </ul> </li> <li>• the effects of globalisation on personal career development.</li> </ul>	<ul style="list-style-type: none"> <li>• globalisation connects economies and businesses between countries</li> <li>• global connections influence <ul style="list-style-type: none"> <li>▪ work patterns, settings and processes</li> <li>▪ individual career development at a regional level.</li> </ul> </li> </ul>
<b>Constant change</b>	<ul style="list-style-type: none"> <li>• changing jobs and roles over time</li> <li>• causes and issues associated with change.</li> </ul>	<ul style="list-style-type: none"> <li>• impacts on work opportunities of change in the community.</li> </ul>	<ul style="list-style-type: none"> <li>• ongoing education and training is vital to securing and maintaining employment</li> <li>• how networks change post school.</li> </ul>	<ul style="list-style-type: none"> <li>• the world of work is constantly changing because of social, cultural and technological changes</li> <li>• individuals need to plan proactively from entry-level and build careers with an understanding that the world of work is constantly changing.</li> </ul>	<ul style="list-style-type: none"> <li>• change caused by factors <ul style="list-style-type: none"> <li>▪ beyond the control of individuals</li> <li>▪ place constant pressure on work patterns, settings and processes.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• changes in technology, society and culture and their effect on work patterns, settings and processes.</li> </ul>

<b>Career management</b>				
	<b>Unit 2A</b> <b>Making learning work and learning to work</b>	<b>Unit 2B</b> <b>Planning opportunities for career development</b>	<b>Unit 3A</b> <b>Optimising career options and opportunities</b>	<b>Unit 3B</b> <b>Developing careers in a different future</b>
<b>Self-understanding and management</b>	<ul style="list-style-type: none"> <li>self-understanding and management strategies shape self-image, interactions with others and the ability to become independent               <ul style="list-style-type: none"> <li>ongoing self-assessment and progressive development of career competencies</li> <li>proactive self-management and access to relevant learning opportunities and maintaining networks</li> <li>self-management in securing and maintaining work.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>self-understanding and management strategies change throughout life               <ul style="list-style-type: none"> <li>ongoing self-assessment essential to managing change</li> <li>refinement of self-management strategies in response to predictable change</li> </ul> </li> <li>decision-making processes about preferred independent futures               <ul style="list-style-type: none"> <li>taking advantage of work, training and learning opportunities provide individuals with a competitive edge.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>refinement of self-understanding and management strategies as a continual process e.g. career management scenarios               <ul style="list-style-type: none"> <li>predictable changes in work patterns and settings that impact personal career management strategies</li> <li>self-promotion and interacting with others to achieve independence.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>the impact of short- and long-term change on career management</li> <li>self-understanding and independence               <ul style="list-style-type: none"> <li>personal attributes and self-promotion</li> <li>interacting confidently with others</li> <li>pro-active decisions when risk-taking.</li> </ul> </li> </ul>
<b>Career building</b>	<ul style="list-style-type: none"> <li>use of current resources and work search techniques as career building tools</li> <li>identifying career competencies and personal attributes when making choices for a preferred future.</li> </ul>	<ul style="list-style-type: none"> <li>career pathways are generated by making choices informed by continually examining preferred futures</li> <li>ongoing examination of personal profiles and refinement of career competencies</li> <li>pathways are informed by current work search techniques, resources and labour market information.</li> </ul>	<ul style="list-style-type: none"> <li>flexible career pathways are generated by adapting and using personal attributes and career competencies</li> <li>work search techniques and resources can be used to accommodate changing labour markets beyond the local environment.</li> </ul>	<ul style="list-style-type: none"> <li>creative scenarios for preferred futures in times of unpredictable changes in personal circumstances</li> <li>webs of flexible career pathways, built by adapting personal attributes, career competencies and learning experiences</li> <li>building scenarios/pathways with reference to trends in predicted global use of resources.</li> </ul>
<b>Lifelong learning</b>	<ul style="list-style-type: none"> <li>identifying personal and professional learning experiences</li> <li>the link between ongoing learning experiences and career development.</li> </ul>	<ul style="list-style-type: none"> <li>professional development learning opportunities ensure that skills and knowledge are up-to-date</li> <li>the importance of management of lifelong learning to long-term career success.</li> </ul>	<ul style="list-style-type: none"> <li>management of long-term career development is supported by continual personal growth</li> <li>learning opportunities that challenge and extend current ideas and beliefs.</li> </ul>	<ul style="list-style-type: none"> <li>flexible management of career development plans and strategies               <ul style="list-style-type: none"> <li>future learning options for personal and professional development</li> </ul> </li> <li>taking advantage of unpredictable circumstances characteristic of a changing world</li> <li>continual engagement in up-to-date, challenging, personal and professional learning opportunities.</li> </ul>

<b>Corporate citizenship</b>				
	<b>Unit 2A Making learning work and learning to work</b>	<b>Unit 2B Planning opportunities for career development</b>	<b>Unit 3A Optimising career options and opportunities</b>	<b>Unit 3B Developing careers in a different future</b>
<b>Workplace operations</b>	<ul style="list-style-type: none"> <li>workplace operations are complex and based on effective communication systems</li> <li>OSH regulations and industry standards.</li> </ul>	<ul style="list-style-type: none"> <li>workplaces are a web of operations which require efficient management of information and resources <ul style="list-style-type: none"> <li>challenges for operation of complex workplace communication systems</li> <li>management of information and resources</li> </ul> </li> <li>the impact of national safety standards on workplaces.</li> </ul>	<ul style="list-style-type: none"> <li>complex workplaces support operations through management and operational practices <ul style="list-style-type: none"> <li>interrelated nature of management of communication, technology and resources.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>operations in enterprising and innovative workplaces respond to global pressures</li> <li>management and operational practices supported by innovative information communication technologies.</li> </ul>
<b>Efficiency, productivity and sustainability</b>	<ul style="list-style-type: none"> <li>interrelationships between <ul style="list-style-type: none"> <li>individual efficiency</li> <li>workplace productivity</li> <li>sustainability.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>relationship between personal efficiency and work satisfaction</li> <li>performance management as a tool to improve personal efficiency and workplace productivity.</li> </ul>	<ul style="list-style-type: none"> <li>management theories and models are able to inform and support processes and procedures <ul style="list-style-type: none"> <li>changes in management processes as a result of national and international trends</li> </ul> </li> <li>the role of management processes in creating efficient, productive, sustainable and satisfying workplaces.</li> </ul>	<ul style="list-style-type: none"> <li>managing change through innovation</li> <li>maintaining satisfying workplaces and opportunities for career development</li> <li>promoting international competitiveness through efficiency, productivity and sustainability.</li> </ul>
<b>Rights and responsibilities</b>	<ul style="list-style-type: none"> <li>contractual rights and responsibilities of employees and employers</li> <li>legal, financial and ethical aspects of contracts</li> <li>conflict resolution processes in the workplace</li> <li>statutory bodies and procedures for conflict resolution.</li> </ul>	<ul style="list-style-type: none"> <li>changing contractual rights of employees and employers.</li> </ul>	<ul style="list-style-type: none"> <li>protection of contractual rights and responsibilities of employees and employers in the predictable future</li> <li>legal, financial and ethical responsibility in times of global change.</li> </ul>	<ul style="list-style-type: none"> <li>the future of contractual rights in the global economy</li> <li>social justice and ethical ramifications for contracts.</li> </ul>

<b>Environmental influences and trends</b>				
	<b>Unit 2A</b> <b>Making learning work and learning to work</b>	<b>Unit 2B</b> <b>Planning opportunities for career development</b>	<b>Unit 3A</b> <b>Optimising career options and opportunities</b>	<b>Unit 3B</b> <b>Developing careers in a different future</b>
<b>Organisation of workplaces</b>	<ul style="list-style-type: none"> <li>organisational systems, structures and processes <ul style="list-style-type: none"> <li>are multidimensional</li> <li>impact on the roles, rights and responsibilities of employees</li> </ul> </li> <li>links between individual career development and workplace patterns and settings.</li> </ul>	<ul style="list-style-type: none"> <li>organisation of workplaces <ul style="list-style-type: none"> <li>into systems, structures and processes</li> <li>specialised roles, rights and responsibilities of employees</li> <li>how these influence work patterns and settings.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>systemic and structural reforms <ul style="list-style-type: none"> <li>change workplace culture</li> <li>are related to international market competitiveness</li> <li>relate to government initiatives</li> <li>need to maintain a flexible and responsive labour force, capable of meeting demands beyond the local market.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>organisational restructuring <ul style="list-style-type: none"> <li>is embedded in the culture of modern workplace systems, structures and processes</li> <li>a dynamic ongoing process integral to remaining internationally competitive in a global market.</li> </ul> </li> </ul>
<b>Globalisation</b>	<ul style="list-style-type: none"> <li>global connections create <ul style="list-style-type: none"> <li>a network of work patterns, settings and processes</li> <li>opportunities and challenges for individual career development</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>connections and interactivity between global economies influence <ul style="list-style-type: none"> <li>the supply of goods and services</li> <li>labour resources</li> <li>workplace patterns, settings and processes</li> <li>career development.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>globalisation of world economies creates <ul style="list-style-type: none"> <li>competitive relationships in the marketplace</li> <li>a culture of continuous improvement</li> <li>system of internationally recognised standards</li> </ul> </li> <li>globalisation and challenges and opportunities for individuals, corporations and work environments.</li> </ul>	<ul style="list-style-type: none"> <li>the increasing trend towards integration of national economies through the activities of multinational corporations</li> <li>social justice, financial and cultural implications for the dynamic relationships that exist between members of the global community.</li> </ul>
<b>Constant change</b>	<ul style="list-style-type: none"> <li>past technological, social and cultural change that create today's work patterns, settings and processes</li> <li>consequences of the changes for individual career development pathways.</li> </ul>	<ul style="list-style-type: none"> <li>rates of change, driven by technological advances <ul style="list-style-type: none"> <li>increase pressures for cultural and social changes</li> <li>impact on work patterns, settings and processes</li> <li>affect career development planning and the community.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>societal, cultural and technological demands <ul style="list-style-type: none"> <li>drive change at different rates</li> <li>create imbalances in individual circumstances</li> <li>can result in imbalances in workplace relations.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>predicted changes in society, culture and technology and the varying rates at which the change may take place</li> <li>the implications of the varied rates of change for individuals and the nature of work.</li> </ul>