

Year 9 Career Development @ Methodist Ladies College KEW

Work Ready - World ready Women

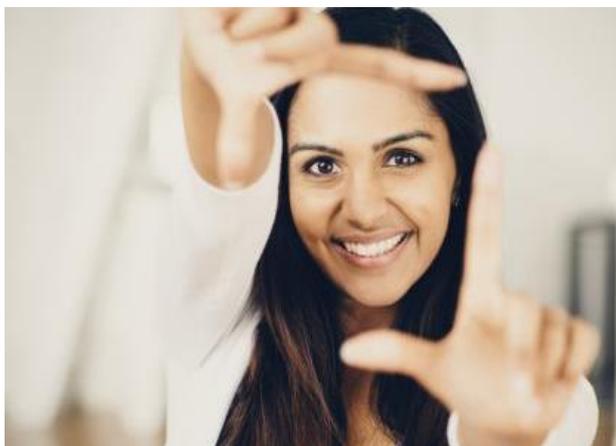
Enterprise Skills - the New Superpowers!

June and October 2018



Create the highest, grandest vision possible for your life, because you become what you believe.

Oprah Winfrey



Surround yourself with the dreamers and the doers, the believers and the thinkers. But most of all, surround yourself with those who see the greatness within you, even when you don't see it yourself.

Edmunds Lee



WHAT DO WE MEAN BY CAREER DEVELOPMENT?

- Career Development is the lifelong process of managing your living, learning and earning in order to move to where you want to be.
- Decisions you make each day - how you spend your time and what you identify as priorities - affect your career development.
- Your career development is much more than the jobs you pursue - it is about *how you want to live your life*.
www.ccdf.ca/ccdf/

WHY IS CAREER DEVELOPMENT IMPORTANT?

Career development can help you achieve greater happiness and fulfilment. Research shows that people who actively manage their lives and careers generally:

- have a strong sense of purpose
- earn higher incomes - the Australian Productivity Commission estimated that an additional year of schooling increases the workforce participation rate by around 0.5% for males and 4% for females and that for every additional year of education, the earnings of an Australian worker increase by between 5.5% and 11.0%".
- have high levels of satisfaction due to striving for and achieving personal goals
- are well-informed, successful learners
- make job and education choices that help them achieve their goals
- are less stressed, and therefore have less physical and emotional ill-health
- cope with changes such as moving between jobs, becoming a student, becoming unemployed or retiring
- are open to new opportunities.

Studies show that young people leaving school early, without career paths, are likely to face long-term disadvantage by having higher levels of unemployment and part-time and casual work, shorter working lives, lowered incomes and the increased probability of finding themselves in jobs with poorer working conditions and fewer opportunities for advancement. They also more often experience poorer physical and mental health, higher rates of crime and less often engage in citizenship activity.

<http://www.ncdw.com.au/index.php/why-is-career-development-important.html>



Be Fearless
In the Pursuit
of what
Sets your Soul on Fire.

KEY IDEAS IN CAREER DEVELOPMENT

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There are Five Principles to follow

1. Know yourself, believe in yourself, and follow your heart

Pursue things you are passionate about in order to find fulfilment.

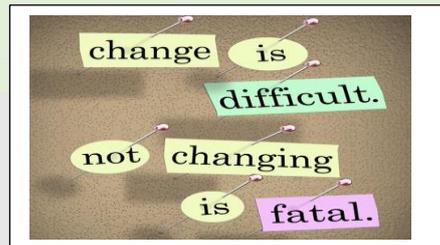
Discover ways to combine your interests and Career opportunities.



2. Change is constant- embrace it!

Recognise that the world around you is constantly changing.

Be open to change and remain alert to new opportunities.



3. Learning is ongoing

Strive for continuous personal improvement.

Stay motivated by learning new skills and developing new talents.

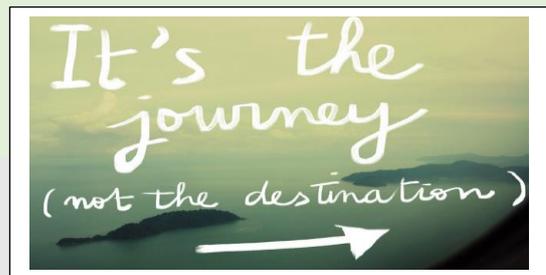


4. Focus on the journey.

Don't focus on one destination only.

Recognise that your Career journey will be throughout your lifetime.

Appreciate and value each experience along the way.

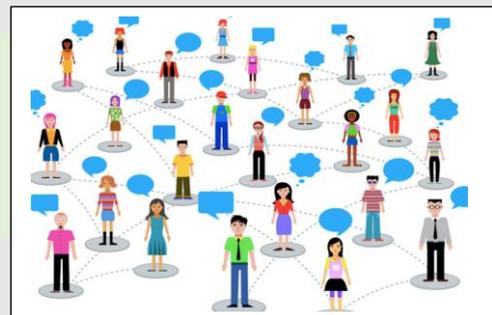


5. Access your allies.

Rely on the support of your family, friends, mentors, colleagues and peers.

Career success can be a team effort.

Source <http://www.realgame.ca/en/principles.html>



Enterprise Skills: The New Superpowers!

A presentation by TRIPOD

Today will be a day spent learning about Enterprise Skills. These skills can be transferred from job to job and include Communication, Problem solving, Teamwork, Critical thinking, Digital literacy, Creativity, Financial literacy and Presentation skills.

By the end of the day you will need to complete the following tasks.

Five things I have found interesting today.....

-
-
-
-
-

I thought today was.....



Create a Life you will Love!



ENTERPRISE SKILLS: The New Superpowers!

This is what employers want.

Foundational skills

- ✓ Literacy
- ✓ Language
- ✓ Numeracy



Technical skills

Related to disciplines (e.g. science, technology, humanities, engineering, business studies)

Skills that help young people be enterprising

- Confidence & agency
- Creativity & innovation
- Enthusiasm for ongoing learning
- Ability to critically assess information
- Working with others
- Communication
- Project management
- Financial literacy
- Digital literacy
- Global enthusiasm/citizenship

Source: [fya.org.au/unlimitedpotential](https://www.fya.org.au/unlimitedpotential)



Career management skills

- Self-awareness
- Decision-making to build career
- Job-seeking
- Use of career services/information
- Lifelong learning
- Work-life balance

For more information go to

https://www.fya.org.au/wp-content/uploads/2016/04/The-New-Basics_Update_Web.pdf



ENTERPRISE SKILLS: The New Superpowers!

This is what employers want.

Enterprise skills are transferable skills that enable young people to engage with a complex world and navigate the challenges they will inherit. For example...

Problem Solving	Communication
Digital Literacy	Teamwork
Presentation	Critical Thinking
Financial Literacy	Creativity



https://www.fya.org.au/wp-content/uploads/2016/04/The-New-Basics_Update_Web.pdf

Attributes are qualities that Employers want as well.

Circle your Top Ten Attributes

Happy	Accurate	sensitive	Dedicated	Bold
Honest	organised		Supportive	Courageous
Flexible	knowledgeable		Articulate	Hopeful
Independent	Responsible		Positive	Sense of Humour
Team Player	Understanding		Detail Oriented	Focused
Collaborator	Approachable		Principled	Driven
Creative	Decision maker		Original	Achiever
Thorough	Loyal		Sociable	Diligent

She doesn't waste time waiting. Every day is another opportunity to create the Life of her dreams!



Create a Resume Employers will love!



Go to the MLC website <https://careers.mlc.vic.edu.au>

Click on Important information and then **click** on Year 9 Careers program.

You will find a number of Resume templates. Choose one that is most relevant to your level of work experience. Construct a resume that showcases the enterprise skills, the attributes and the work experience you can bring to a job. Use the space below to record your skills and attributes. Then construct your resume.

My Enterprise Skills

-
-
-
-
-



You are capable of
amazing things!

My Attributes that will be useful in the workplace.

-
-
-
-

My Work Experience and volunteering.



Dream Believe Create Succeed





My Career Action Plan

Year 9 – I Focus



A Career Action Plan helps you to focus on your goals and plans for the future. It helps you to work out how you are going to achieve what you want relating to school, work and life. A Career Action Plan lets you focus on the skills and knowledge you need to achieve what you want.

My Profile

<p>My name * Include your full name and nickname</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>My family * List your family members</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>My community * This could be your cultural group</p> <input style="width: 95%; height: 25px;" type="text"/>
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<p>Three positive words that describe me * Examples include happy, outgoing, friendly, sporty, polite, healthy and creative.</p>	
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<p>Occupations I am interested in</p> <input style="width: 95%; height: 50px;" type="text"/>	<p>Paid or volunteer work I have done</p> <input style="width: 95%; height: 50px;" type="text"/>
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<p>My top three interests * Think about activities you do at school and outside of school that you enjoy, such as playing football or babysitting. Interests also include things like music or gaming.</p>	
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<p>My top three values * Values are things that you consider to be important and explain a lot about who you are. For example, some people think being honest, hardworking and caring about the environment are important values.</p>	
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<p>My top three skills * Skills are things you can do well. Everybody has skills. For example, listening, team work, problem-solving and planning are all skills that can help you do well at school.</p>	
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<p>Subjects I am studying this year</p> <input style="width: 95%; height: 100px;" type="text"/>	<p>My best subjects</p> <input style="width: 95%; height: 25px;" type="text"/> <p>My work experience or volunteering plans</p> <input style="width: 95%; height: 50px;" type="text"/>
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* How much do you know about different careers? Visit the myfuture website (www.myfuture.edu.au) and try the 'Mini Career Explorer' game which helps you discover occupations you might like to explore as you plan your career.

I have a range of positive aspects about my personality and things I can do which will help me to do well at school and work.

Attributes*	Top 3
Loyalty	
Commitment	
Honesty and integrity	
Enthusiasm	
Reliability	
Personal presentation	
Common-sense	
Positive self-esteem	
Sense of humour	
Balanced attitude to work and home life	
Ability to deal with pressure	
Motivation	
Adaptability	

Enterprise Skills	Top 3
Communication	
Team work	
Problem-solving	
Presentation skills	
Digital Literacy	
Financial Literacy	
Creativity	
Critical thinking	

My Progress

I achieved a number of things last year which I am proud of. Some of these achievements were the goals that I set in my previous Career Action Plan, but some achievements were unplanned.

Major achievements at school last year	How the achievements made me feel
Major achievements at home or in the community last year	How the achievements made me feel

I also learnt a lot about myself last year, including positive words to describe me, skills I am good at and things that interest me. Some things I realised by myself, while other things people such as family members, friends and teachers helped me to realise.

What I learnt about myself last year	How this changed my goals

My Goals and Plans

★ Goals are things that you want to achieve in the future. They are things that will help you to be prepared and ready for change at school or in your life. It is important that you think about goals early because then you can work out how to achieve them. Thinking about goals means that you will be prepared to study the subjects you like, do the types of occupations you prefer, and keep your future options open. If you meet a goal throughout the year, set another new one for yourself – maybe a more challenging one.



- ★ Think about goals that relate to school and work. For example, a school goal might be to pass all tests, and a work goal might be to write a resume.
- ★ Think about why the goals you have made are important. For example, passing all tests will help you to do well at school, and writing a resume will help you to apply for part-time work.
- ★ Think about how long it will take you to achieve your goals. Some goals are short-term which means you can achieve them in a few weeks. Some goals are long-term which means it might take a year or more before you can achieve them.

My education/training goals	Why they are important	Achievement date
My employment goals	Why they are important	Achievement date

Subjects in Year 10 that I need to do to achieve my education/training and employment goals (including VCE, IB and VET)
School Based Apprenticeship or Traineeship I need to do to achieve my education/training and employment goals

★ You may need some help from allies to achieve your goals. Allies are people who can help you in different ways, like family members, community members, teachers, friends and other people you trust.

Who can help me	How they can help me

★ You may also want to seek help from people at organisations and agencies when you need it.

Who can help me	How they can help me

★ When you thought about occupations you were interested in, you might have considered work-related skills that you need to develop, such as team work, problem-solving and planning.

Work-related skill	How I am developing it

Create a Life you will Love!



She believed she could so she DID!

