Teacher Reference Guide

for

Work Education

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Enterprise projects

- **Resources in Schools:** In July 2002, the Commonwealth Government Department of Education, Science and Training (DEST) provided every school with enterprise education professional development resources for teachers and school leaders. These resources included three (3) books and a CD-ROM containing advice, tips, projects and lesson plans for enterprise education in both primary and secondary schools. The resources featured the work of Paul Kearney.

- **Enterprising Education Workshop Hand Outs** by Paul Kearney
  These hand outs were produced for a cross-sectoral workshop for teachers in Queensland schools.

- **Enterprising Education – free resources**
  http://www.enterprisingeducation.com/free_resources.htm
  Limited free resources based on Paul Kearney’s work (ie. the above resources) can be found on the UK website “Enterprising Education”.

- **Thirty-three curriculum approaches: enhancing effective student participation** by Roger Holdsworth
  Department of Education, Employment and Workplace Relations (DEEWR), Australian Government
  Extract: 
  H: Job/work creation and enterprise education
  Environment
  Consider how meeting environmental needs can become an ongoing productive outcome of studies. In one example, students gathered seeds, grew native plans and sold these back to communities as part of re-afforestation initiatives. This developed into an ongoing school-based job creation program.
  Catering
  Set up a small catering enterprise from the school. For example, deliver sandwiches to local factories and businesses. Programs such as ‘Earn and Learn’ build such initiatives into structured classroom approaches.
  Art
  Arrange for art classes to lease painting to local businesses and community groups; provide artwork for community newsletters and reports.
  Industrial arts
  Look for real community productive outcomes for manual and industrial arts classes, such as production of community resources and commercial applications.

- **eNTerprise Education**, Northern Territory Department of Education & Training
  Showcases some Enterprise Grant Projects that have been developed by secondary teachers in the NT.

- **An Enterprising Idea (sample unit)**, Victorian Government, VELS
  Extract: In An enterprising idea students develop a brochure or website which provides potential entrepreneurs with advice about starting a small business. Through this project, students develop an understanding of enterprise attributes and employability skills required to run a small business. As part of a team, students research, collect, organise and analyse information related to the establishment of a small-scale business project. They plan activities, manage resources (time, people and finances) and use information and communications technology to record and monitor team progress and to prepare a brochure or website. Students also reflect on how they worked as part of a team and how they contributed to the successful management of their project.
• **Australian Business Week - ABW Enterprise Education**
  [www.abw.org.au](http://www.abw.org.au)
  In-School Business Simulations

• **eHOW – Enterprise Education Ideas**
  - Explore the site for ideas under the following links:
    - School enterprise ideas
    - Young enterprise ideas
    - Young enterprise product ideas

• **Enterprise for Young People (MyFuture)**, an initiative of Australian, State and Territory Governments
  Information provided under the following links will assist students to understand types of enterprises and attributes of enterprising people:
    - What is enterprise?
    - Who are entrepreneurs?
    - How you can become an entrepreneur?

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### Career planning and further education and training

There are a significant number of career information websites to assist students both explore and identify career/occupational pathway(s) and explore, identify and develop a supporting education and training plan.

#### 1. Labour market information


- **SkillsInfo**, Australian Government
  SkillsInfo provides comprehensive data on industry employment trends and industry prospects in Australia. The site also provides information and links on the Australian labour market, vacancy trends, skills shortages/skill needs, industry/regional employment, and education and training options.

- **State and Territory Skill Shortages Lists**, Australian Government
  Listings of current shortages in each state and territory based on DEEWR skill shortage research program which covers 130 highly-skilled occupations.

- **Australian Jobs**, DEEWR, Australian Government
  Australian Jobs 2011 includes information about the labour market for industries and occupations as well as states, territories and regions of Australia. It also provides forward-looking occupational and industry information that will help students understand where the jobs will be in the future. The publication contains an easy-to-read comprehensive job prospects matrix.

- **Job Outlook**, Australian Government
  Job Outlook complements the Australian Jobs publication and provides very detailed and forward-looking information for around 350 occupations. It is a careers and labour market information site which will help students explore future career options (including an interactive CareerQuiz). For each
occupation there is an overview, prospects, statistics, skills, vacancies (links to Job Search), training (links to My Future), reports, and useful links.

2. Career exploration/planning and further education and training

- **Career development – information and resources**, DEEWR, Australian Government

- **Career information flyers**
  - Career information for young people
  - Career Information for Aboriginal and Torres Strait Islander People
  - Career Information Flyer for People with Disability

  Career information flyers outline a range of career information, resources and support available for young people. The flyers provide relevant information on DEEWR funded career development programs and resources, and also include a range of useful internet links for further information and support. These flyers are a great starting point for anyone planning their career or assisting others making career choices.

- **Bullseye Posters**

  The Bullseye posters have been updated to better reflect possible career options and training requirements for 33 subjects. The occupational titles are now in line with Job Guide’s profile titles. The Bullseyes can help students to identify occupations that link with subjects studied at school and indicate what level of education and training is required.

- **School subjects you like and jobs they can lead to**

  This A4 booklet contains bullseye charts for 30 school subject areas. *School subjects you like and jobs they can lead to* links school subjects with possible jobs and the level of education and training required. It includes hints on how to use the charts and a list of useful websites.

- **The Real Game**

  The Real Game is a career and life skills education program that will help students see the connection between school studies and life after school. The Real Game offers a series of six programs for students aged 8 to 18 years and adults.

- **Career Information Centres** (only in Brisbane and Gold Coast)

  Career Information Centres are managed by Centrelink and provide a free career information and guidance service to students. Specialist staff can help customers make informed decisions about education, training and employment options and pathways.

- **Education and work**, on [Youth.gov.au](http://www.youth.gov.au), Australian Government

  Portal to a comprehensive listing of websites for young people.

  The Australian Government understands that for many young Australians it is not as simple as just walking into a training course or a job. This section provides links to a wide range of activities to support young people to engage with education and training, and to transition into the workforce.

- **MyFuture**, a joint initiative of Australian, State and Territory Governments
  [www.myfuture.edu.au](http://www.myfuture.edu.au)

  MyFuture is Australia’s national career information and exploration service. The site is designed to assist young people explore career options (including identifying personal interests and skill area), plan their career pathways, and manage their work transitions.

  My Guide, a career exploration tool which can be personalised to assist young people with their career planning and development detailed career information about occupations, industries, education and training providers, courses and programs information about career development, choosing school subjects links to other useful websites.
Job Guide, DEEWR, Australian Government
Distributed to all Year 10 students. Provides an in-depth look at a range of occupations and their education and training pathways. Gives useful information about how to work out most suitable occupations based on personal interests and abilities.

Year 12 – What Next?, DEEWR, Australian Government
www.year12whatnext.gov.au
Distributed to all Year 12 students. Provides a guide to help students plan their post-school education and training.
- Getting started – Where are you starting from?
- Future work opportunities – Where are the jobs?
- Post-school education and training – Where and what to study?
- Work while you learn – Other ways to learn?
- Education and training pays off – Is further study worth it?

School to Work, NSW Department of Education and Communities, initiative of the Vocational Education in Schools Directorate
www.schooltowork.com.au
Resources for students, teachers, parents and carers to assist young people find answers to their career questions.

Student Connect, Queensland Studies Authority (QSA)
- Jobs and careers
- Career planning
- Careers expos
- Useful websites
- Further education and training
- Australian Qualifications Framework
- Apprenticeships and traineeships
- Providers
- Open days
- Applying for study

Deadly pathways, Student Connect, QSA
The Deadly pathways section on Student Connect contains potential career and training options, as well as links to Indigenous support networks. Topics addressed include:
- Financial support
- University and TAFE support
- Jobs
- Employment support
- Indigenous careers expo

3. Further education and training

Australian Qualifications Framework (AQF)
www.aqf.edu.au
Outlines the range of Australian qualifications.

Apprenticeship or Traineeship

Australian Apprenticeships
www.australianapprenticeships.gov.au
Lists Australian Apprenticeship Centres by region.
  Comprehensive information for students considering an apprenticeship or traineeship.

  Provides a step-by-step guide for finding an apprenticeship or traineeship.

  SkillsTech Australia is Queensland's lead TAFE institute in trade and technician training for the automotive, building and construction, electrotechnology, manufacturing and engineering, sustainable technologies and water industries.

  The site provides a career quiz (personal profile is provided via email), resume builder and job hunting tips. Also provided are tools to explore industries/occupations with a view to a career as an apprentice or trainee.

  Group Training Australia is the peak body representing over 150 Group Training Organisations. Group Training Companies provide apprenticeship employment opportunities.


**University**

- **Going to Uni** [www.goingtouni.gov.au](http://www.goingtouni.gov.au)
  A comprehensive guide on going to Australian universities. Includes higher education providers, fees, loans, scholarships and course search facility.

  Provides a facility for course searches, and information and rankings for Australian universities.

**Vocational Education and Training (VET)**

  This site draws together a range of career development products and services to provide information to school students on Vocational Education and Training (VET) employment pathways.

**Additional information for education and training providers**

  Under **Courses**, students can access:
  - Course search: search for a TAFE course
  - Flexible learning options: how study can be undertaken with TAFE Queensland in a variety of ways, including online, distance or part time
  - Pathways: information about the various pathways students can take to employment and further study
  - Qualifications: description of the types of qualifications available through TAFE
Study areas: links to detailed information about possible career options and courses.
Trade courses: find out about apprenticeships, traineeships, and trade courses

- **ACPET – Australian Council for Private Education and Training**
  Explore courses offered by private RTOs using the student course finder facility.

- **AgLinks – The Australian Agricultural Directory**
  Universities, colleges and tertiary institutions offering further education and training in agriculture.

- **Open Learning Australia (OLA)**
  [www.ola.edu.au](http://www.ola.edu.au)
  Higher education through distance education.

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### Job search and interview skills

There are a significant number of websites that provide advice, tools and videos to assist young people address finding a job in the hidden and open markets, preparing job applications, and preparing for an interview.

- **Get a Job – Young People** (MyFuture – The Facts)
  Information, advice, videos and tools for exploring open and hidden job markets, responding to job applications, preparing resumes, interview skills, and creating a job search strategy. For links to on-line job sites/boards go to:
  - **Work Opportunities**

- **SEEK**
  Resources, advice and guides relating to the hidden job market, job applications building resumes, writing cover letters, and interview skills, eg.
  - The ultimate resume guide
  - Understanding the Selection Criteria
  - Five star cover letters – examples of cover letters aligned with job advertisement (experienced worker, though)
  - The key to successful interviews
  - Insider tips on interviews

- **CareerOne**
  Topics covered include job search tips, cover letter and resume templates, and interview guides. There is also a range of videos relating to job search and interview skills.
JobAccess, Australian Government

Even though this is a site designed for job seekers with a disability, there are some sections with excellent information, advice, links and tools for all job seekers, eg.

- **How to look for advertised jobs**

  Describes a number of ways to look for advertised jobs, and provides direct links to a number of on-line job search sites: major general on-line job boards (eg. Australian JobSearch, CareerOne, Seek) and a number of specific industry on-line job boards (eg. Autopeople, Defence Jobs, Government and local government, Healthcare Australia, Just secretarial jobs, Sportspeople).

- **How to apply for a job**

  Provides a step by step guide to help with applying for a job and includes advice on writing a resume, job application or answering selection criteria. The links and descriptors are:
  - **How to build a resume**
    A resume is the key job search tool to promote your skills, work history and assets to potential employers. Learn how to develop your resume to give you the best chance of winning that job!
  - **Phoning an employer**
    When you are looking for work, you may need to call the employer. This may be for a phone interview or as a first contact to see whether you and the employer are both interested in you continuing your application in writing.
  - **Writing to an employer**
    Our step by step guide will help you prepare when writing to an employer.
  - **How to write a job application**
    Written applications generally form a key part of an employer’s selection process. Employers use selection processes to select who they should interview for a job by assessing skills, qualities, experience and qualifications.
  - **How to promote yourself and your skills to an employer**
    Job seeking is a daunting task for anyone. With a clear understanding of your strengths and limitations and how best to promote yourself you can significantly increase your chances of finding and keeping a job.
  - **How to write selection criteria**
    Many jobs require you to address selection criteria that represent the knowledge, skills and abilities required to do the job. Find out how to put your best foot forward when writing selection criteria for a job application.

- **Checklists**

  The following interactive checklists help assess jobseeker’s performance or readiness when looking for a job. They provide “a traffic light report” highlighting success or identifying opportunities for improvement.
  - **Looking for jobs**
  - **Phoning an employer**
  - **Preparing for and attending interviews**
  - **Safety**
  - **Writing to an employer**

Youth Careers Information, Queensland Government

Under the section **Career and job advice** there are two very useful subsections:

- **How to apply for a job**
  Find out about typical recruitment steps and what employers look for, how to write a resume and cover letter, meeting selection criteria and job interview tips.
Support and financial help
Find out about financial assistance as well as practical help and support available to you when you are looking for a job.

- **BEST-JOB-INTERVIEW.com** – Everything you need to know to succeed in job interviews
  Advice, tools, videos, etc. about going for an interview.

- **Job Interview Skills Site Map**
  For an easy reference guide to all this website has to offer, use the Job Interview Skills Site Map for the extensive listing of topics, including:
  - conducting pre-interview research
  - job interview tips, in general
  - ‘types’ of interviews situations
  - the behavioural interview (STAR)
  - the group interview
  - informational interview
  - phone interview
  - panel interview
  - how to dress for an interview
  - specific job interview guides (occupation or industry)
  - common job interview questions and answers
  - how to handle difficult questions
  - excellent questions to ask in the job interview.

- **Student Connect**
  [https://studentconnect.qsa.qld.edu.au/](https://studentconnect.qsa.qld.edu.au/)
  - Jobs and careers
  - Finding a job
  - Applying for a job
  - Useful websites

- **Employability Skills - What's in it for me?** Skilling Solutions Queensland
  Are you stuck for the right things to say and do in a job interview? This tool can show you how best to sell yourself. In just 5 minutes this questionnaire can help you understand your current work skills and give you a hand in developing your resume and preparing for the interview.

- **Australian JobSearch**
  On-line job board links from A-Z.

- **Jobs Online**
  Search for a job in the Queensland Government.

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**Workplace relations**

- **Young Workers**, Fair Work Ombudsman, Australian Government
  Comprehensive resources for young people. This is a site that young people should be ‘familiarised’ with. Topics include:
  - Getting paid
    - young workers can check:
      1. which award or agreement applies to their job using Live Chat adviser
      2. pay rates using PayCheck Plus tool
➢ there is a link to Apprentices & trainees

➢ Your workplace rights and conditions
  □ Things to be careful of - there are links to:
    I. Young worker toolkit (see below)
    II. an interactive quiz for young people re sexual harassment and discrimination

➢ A guide for young workers
  □ there are links to:
    I. Best Practice Guide – A guide for young workers (see below)
    II. My Employment Checklist (see below)

➢ Paying young workers

▪ ACTU Worksite for students
  ➢ Comprehensive listing of resources for students including fact sheets, student activity sheets and quizzes.
  ➢ Teacher resources.

▪ A guide for young workers (booklet), Fair Work Ombudsman, Australian Government
  Provides essential information to assist young people know and understand their workplace obligations and entitlements to help them through the employment process.
  ➢ This Best Practice Guide explains:
    □ things you need to know about your employment conditions
    □ things you need to know before you start work
    □ things you need to know when you start work
    □ what protections you have against harassment and discrimination
    □ union membership, and
    □ the importance of workplace health and safety.
  There is also a checklist and some helpful hints at the end of this guide.

▪ My employment checklist (booklet), Fair Work Ombudsman, Australian Government
  A helpful checklist for young people to make sure they have all the information they need when starting a job.

▪ Young Worker Toolkit, DEEWR, Australian Government
  The toolkit helps young people find answers to common questions about how workplace relations laws apply to them. The kit features information from a variety of government sources, including web content and best practice guides form the Fair Work Ombudsman. Topics covered include:
  ➢ Starting a job
  ➢ Pay and conditions
  ➢ Tax, Super and HELP
  ➢ Safety and accidents
  ➢ Problems at work
  ➢ Quitting and losing your job
  ➢ Getting help

▪ Young Workers Advisory Service (YWAS)
  www.ywas.org.au
  Resources for students include information sheets on:
  ➢ Basic rights at work
  ➢ Workplace harassment
  ➢ Unfair dismissal
  ➢ Discrimination
  ➢ Wages and conditions for apprentices in Queensland
There is ‘Information for teachers’, including booking a YWAS representative to come and speak to your students.

- **Queensland Workplace Rights Ombudsman**, Queensland Government  
  This site provides a pithy listing of:  
  - rights and obligations – for both employees and employers  
  - types of employment (employment status)

- **Young Workers**, Workplace Health and Safety Queensland  
  Bullying – a poster and safety pointer encouraging young workers to reject workplace bullying and advice on where to get help.

- **Offered a job? Know your workplace rights**, NSW Government Industrial Relations  
  A pocket-sized booklet for young people about workplace laws. Except for contact details on the last page which are NSW referenced, the information is applicable for Queensland students.

- **Young people at work: Know the deal**, NSW Government Industrial Relations  
  Got the job [http://www.youngpeopleatwork.nsw.gov.au/Got_the_job.html](http://www.youngpeopleatwork.nsw.gov.au/Got_the_job.html) provides basic information that is succinct and easy-to-read on a range of topics, including:  
  - Get it in writing!  
  - Trial work  
  - On the job tips  
  - Full-time work; Part-time work; and Casual work  
  - Working as an apprentice  
  - Types of pay; Can I be paid in cash?; Penalties, allowances & loadings; Getting Paid; Your pay slip  
  - Taking leave form work; Annual leave; Personal carer’s leave  
  - Bullying at work – what can you do?; Discrimination at work – what can you do?

For students with a disability

- **JobAccess, Your rights and responsibilities at work**, Australian Government  
  Topics discussed include:  
  - Disclosure and privacy  
  - Discrimination  
  - Occupational health and safety  
  - Reasonable adjustment  
  - Workers compensation

**Occupational Health & Safety (OHS) / Workplace Health & Safety (WHS)**

**Young workers (15-24 years) sustain higher-rates of work-related injuries than older workers**

Studies have shown that younger workers sustain work-related injuries at higher rates than older workers. Factors contributing to this include their employment in industries with high injury rates (such as service and retail), possible lack of awareness of work safety, inexperience on the job, and lack of adequate training.

In 2005–06, workers aged 15–19 years experienced an injury rate of 78 per 1,000 employed, while those aged 20–24 years experienced an injury rate of 75 per 1,000. Young men, aged 20–24 years, experienced the highest work-related injury rate of any age group. Their injury rate was 98 per 1,000 employed men, in
contrast to women of the same age who experienced an injury rate of 51 per 1,000 employed women (aged 20–24 years).


Why are young workers at a high risk of workplace injury and illness?

Young workers have a number of unique physical and mental characteristics that may contribute to their high workplace injury rates. These characteristics include:

- their bodies maturing more quickly than their minds, emotional skills and social skills
- high risk thresholds and feelings of invulnerability
- rapid, irregular physical growth and body changes that may cause uncoordinated movements
- lower levels of endurance, strength and flexibility.

Young workers are also relatively new to the workforce, meaning they have low levels of experience and are often unsure of their rights and responsibilities.

Workplace Health and Safety Queensland. www.worksafe.qld.gov.au

The most predominant injuries sustained by young workers are musculoskeletal injuries and open wounds. These are usually caused by hitting or being hit by objects, body stressing, and slips, trips & falls.


There are numerous teacher and student resources relating to workplace health and safety to assist young people prepare for their initial work experience or undertake structured workplace learning. While some details provided in other jurisdiction's resources may differ to those of Queensland, the principles of Occupational Health and Safety are universal.

  The Student Work Placement Guide provides an overview of workplace health and safety advice to educators and employers so that they can prepare for work experience students. The guide provides a brief introduction to student work placement and offers avenues for further investigation.

- **Getting students to work ... safely**, Safe Work Australia http://safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhatWeDo/Publications/Documents/33/GettingStudentsToWorkSafely_2006_PDF.pdf
  This document outlines six key principles for teaching health and safety to students preparing to enter the workplace and provides references for educators to relevant resources in each state and territory. The guiding principles are aimed at educators and education policy makers.

  Illustrates most common injuries experienced by young workers and provides practical solutions.

  Illustrates most common musculoskeletal injuries experienced by workers and provides practical solutions.

- **Risks are real** – poster, safety pointer and teacher’s aid reminding young workers that they could be at risk of workplace injury.
- **Ask questions** – poster, safety pointer and teacher’s aid explaining to young workers that asking questions is a better option than risking an injury.
- The teacher’s aid for **Risks are real** (“Just in case”) and **Ask questions** (“No stupid questions”) provides:
  - Discussion guidance
  - Possible classroom activities
  - Sensitive issues
  - Additional resources
- **Bullying** – a poster and safety pointer encouraging young workers to reject workplace bullying and advice on where to get help.
- **Injury hotspots PDF downloads**
  - Injury hotspots for guys and girls
  - Injury hotspots for young female workers
  - Injury hotspots for young male workers
- **Safety tips for new and young workers** (PDF download)
- **New and young workers in the hospitality industry** (PDF download)
  - Online educational tools
  - **Cafe online**
    - A workplace health and safety educational tool for the hospitality industry.
- **Safety Sense**
  - An on-line workplace health and safety program for secondary students in years 10-12. Students complete the general component first and then work through a specific industry component (10 industry areas are covered) relating to their workplacement or work experience. It is based on WA’s Work Safe Smart Move.

### Multimedia resources, Workplace Health and Safety Queensland


DVD lending library catalogue – Downloads

You Tube link

### Take 10@10 resources, Workplace Health and Safety Queensland


Of particular relevance to students are PowerPoint presentations and posters on:
- Workplace harassment
- Personal Protective Equipment (PPE)
- Sun safety
- Slips, trips and falls.

### Safety at Work – A guide for young workers in hospitality, Commerce Queensland & WorkCover NSW

http://www.stagesafety.com/Downloads/GuideForYoungWorkersInHospitality_111.pdf

A 24-page booklet aimed at young school students and recent school leavers who work in the hospitality industry.

### Safe-T1, WorkSafe Victoria

http://www.safe-t1.net.au/index.html

Workplace health and safety resources for teachers and young workers.

Resources for teachers include downloadable print-based teaching/learning resources and multimedia resources (online activities and games, film clips and audio files). Resources are organised according to industry areas and hazards. There are resources that support the development of communication skills students need to speak up.
Resources for students include a concise list of OHS rights and responsibilities for young workers/employees (and employers), statistics relating to death and injury of young workers and causes of youth related injuries and illness in the workplace.

- **Hazard a guess**, NSW Government, WorkCover NSW  
  An interactive eLearning tool for students/young workers to learn about WHS rights and responsibilities.

- **Youth@Work**, SafeWork SA, Government of South Australia  
  - Hunt the hazards  
  - An awareness test for high school students getting ready for work experience. Relates to spotting hazards in supermarket, warehouse and kitchen environments.
  - Virtual Supermarket  
  - The Virtual Supermarket allows young casual workers to spot common hazards.
  - Virtual Office  
  - A test of safety knowledge about an office environment designed for students and young workers.
  - Virtual Hotel  
  - A safety knowledge test for those employed in the hospitality industry to avoid injuries in a bottle shop, kitchen, dining room or front bar.

**Present a positive image in the workplace**

- **Start a new job – young people** (MyFuture – The Facts)  
  Provides information, advice and tips about employer expectations, personal presentation, work ethic and interpersonal / communication skills.