



PROGRAM SUPPORT NOTES

How will this help me get a job?

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For Teachers

Introduction

Young people seeking employment usually do not have a great deal of experience, yet they have built up a wide array of transferable skills at school and elsewhere that can be readily applied to work. This program presents a number of scenarios highlighting the range of skills utilized in a school and social environment, and the way they can be easily transferred to employment. Through the use of these “sketches” young people will be able to understand that they have demonstrable skills based on every day experiences that can be readily applied to a resume and job applications. Above all, they will recognize that school in particular develops a wide range of transferable skills.

Timeline

00:00:00	Communication
00:04:17	Teamwork
00:06:29	Problem solving
00:08:59	Initiative and enterprise
00:12:52	Planning and organizing
00:15:10	Self management
00:17:20	Learning
00:20:03	Technology
00:22:22	Credits
00:22:58	End program

Related Titles

Careers in the Non-Profit Sector
The Job Seeker
Emerging Occupations: New Jobs of the 21st Century
Negotiating Workplace Contracts
Answering Interview Questions
Are you Job Ready?
E-Networking for Jobs

Recommended Resources

<http://www.myfuture.edu.au/>
<http://jobsearch.gov.au/default.aspx>
<http://www.seek.com.au/>
<http://mycareer.com.au/>
<http://www.skills.vic.gov.au/>

Student Worksheet

Initiate Prior Learning

1. Brainstorm the skills you think you currently have. Keep that list with you while watching this program.
2. Discuss in class the range of experiences you have developed in your educational setting. How could these be applied to employment?
3. Do you have a part-time job? If so, what skills have you developed from this job?
4. Have you ever done any voluntary or community work. What are some skills you could develop from this?
5. Create a resume and have it ready when you view this program.

Active Viewing Guide

1. What is the first major skill that is discussed in the program?

2. How is that skill presented in the “sketch”? What key points are made?

3. What are the consequences of poor communication?

4. What is the next skill presented? Describe the way it is portrayed in the program.

5. List the ways this skill can be applied to employment.

6. What is the third skill presented in the program? What key issues are discussed?

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7. How can this skill be applied to work settings?

8. Name and describe the fourth skill presented.

9. What work applications are there for this skill?

10. What is the fifth skill presented, and how does it relate to employment?

11. Name and describe the sixth skill presented, and the way it relates to work.

12. The final skill is a very broad one. What is it, and why is it important in the workforce?

Extension Activities

1. Discuss the 7 key skills identified in the program with your class, and ways that you are able to demonstrate these skills.
2. For each skill presented, develop a role play or presentation that demonstrates how that skill can be easily learned at school or in the community
3. Make a film about young people and their skills which show how their experiences at school can help them gain employment.
4. Invite an employer, careers counselor and industry representative to the class to discuss what they see as key transferable skills needed in today's workforce.
5. Produce a brochure or pamphlet for employers showing how young people develop key skills in school for use in the workforce.
6. Have a debate in class about the benefits and drawbacks of not having a great deal of experience when applying for a job.
7. Set up some role plays/mock job interviews which demonstrate some or all of the key transferable skills presented in the program.
8. Visit a local industry/employer and discover what skills they require for employees at their organization.

Suggested Student Responses

Active Viewing Guide

1. What is the first major skill that is discussed in the program?
Communication
2. How is that skill presented in the “sketch”? What key points are made?
Through a Facebook chat, telephone conversation and making plans for an event
3. What are the consequences of poor communication?
Not following instructions and making mistakes, being unclear about what to do, not listening, misinterpreting actions required, making mistakes on the job or completing the wrong tasks
4. What is the next skill presented? Describe the way it is portrayed in the program.
Team work; three people planning a procedure using a Frisbee and a computer
5. List the ways this skill can be applied to employment.
**Demonstrating listening skills
Working co-operatively with other people
Sharing ideas
Communicating clearly
Compromising**
6. What is the third skill presented in the program? What key issues are discussed?
Problem solving; discussion on assembling some furniture
7. How can this skill be applied to work settings?
Thinking clearly, thinking laterally, working through a problem step by step, using strategies, brainstorming ideas
8. Name and describe the fourth skill presented.
Initiative and Enterprise Skills; bringing in new ideas and being proactive, using business and entrepreneurial skills
9. What work applications are there for this skill?
Being creative, finding new ideas and approaches, being proactive in finding new ways of doing something, trying out an idea
10. What is the fifth skill presented, and how does it relate to employment?
Planning and Organizing; making plans and setting goals and targets, using timelines, setting short and long term goals, being a good manager, using good communication skills
11. Name and describe the sixth skill presented, and the way it relates to work.
Learning skills; coping with new tasks, following steps in completing a task, learning from errors or mistakes, applying learning to other situations or events, learning to learn
12. The final skill is a very broad one. What is it, and why is it important in the workforce?
Using Technology; being able to use computers and software programs, using a variety of technologies to assist work, keeping up to date with new technological developments that can assist work