

The Torres Strait and Cape Career Development Program Mapped against the Competencies and Performance Indicators of the Blueprint

AREA A- PERSONAL MANAGEMENT

CAREER COMPETENCY 1: BUILD AND MAINTAIN A POSITIVE SELF CONCEPT

PHASE III	TS & CAPE CAREER DEVT PROGRAM	
<p>1.3 Develop abilities to maintain a positive self concept</p> <p>Stage I – Acquire</p> <p>1.3.1 Understand how individual characteristics such as interests, skills, values, beliefs and attitudes contribute to achieving personal, social, educational and professional goals.</p> <p>1.3.2 Understand the importance of giving and receiving feedback to maintaining a positive self concept.</p> <p>1.3.3 Understand the importance of allies (e.g. friends and supporters) to maintaining a positive self concept.</p> <p>Stage II – Apply</p> <p>1.3.4 Identify your personal characteristics such as your interests, skills, values, beliefs and attitudes.</p> <p>1.3.5 Identify behaviours and attitudes that reflect your self concept.</p> <p>1.3.6 Identify your allies and external assets.</p> <p>1.3.7 Demonstrate giving and receiving feedback in ways that build a positive self concept.</p> <p>Stage III – Personalise</p> <p>1.3.8 Assess how your personal characteristics and behaviours are reflected in your life, learning and work goals.</p> <p>1.3.9 Assess the part that your allies play in achieving your life, learning and work goals.</p> <p>Stage IV – Actualise</p> <p>1.3.10 Adopt behaviours and attitudes that will help you reach your life, learning and work goals.</p>	Topic	Worksheets
	Student Profile	Student Profile I am Special About Me
	Your Life	Major Events in My Life My Lifeline My Future Action Plan
	Learning Styles	Understanding Your Learning Style Paragon Learning Style Inventory
	Work Values	What you value and believe about the world of working. What are your current work values? Workplace Values Exercise
	Skills, Abilities and Interests	Physical Features Personality Attitudes Abilities and Interests Interpersonal Skills and Qualities for Employment Job Interest Quiz Workplace Skills
	Positive Self Talk	Making it Happen Nothing ventured, nothing gained The Inner Voice Being a ‘Yes’ Person The power of positive thought

AREA A- PERSONAL MANAGEMENT

CAREER COMPETENCY 2: INTERACT POSITIVELY AND EFFECTIVELY WITH OTHERS

PHASE III	TS & CAPE CAREER DEVT PROGRAM	
<p>2.3 Develop abilities for building positive relationships in life and work</p> <p>Stage I – Acquire</p> <p>2.3.1 Discover the skills, knowledge and attitudes needed to work effectively with and for others.</p> <p>2.3.2 Explore appropriate ways of assisting others.</p> <p>2.3.3 Examine the nature of the contractual relationship between employees and employers and the nature of the contractual relationship between clients and contractors.</p> <p>Stage II – Apply</p> <p>2.3.4 Demonstrate behaviours and attitudes required for working with and for others.</p> <p>2.3.5 Demonstrate skills for assisting others, such as problem solving and facilitation skills.</p> <p>2.3.6 Express feelings, reactions and ideas in an appropriate manner when dealing with others.</p> <p>Stage III – Personalise</p> <p>2.3.7 Determine the ‘helping’ skills you feel comfortable with and wish to contribute in your relationships with others.</p> <p>2.3.8 Acknowledge the positive effects of expressing your feelings, reactions and ideas appropriately.</p> <p>2.3.9 Integrate personal management skills such as time management, problem solving, stress management and life and work balance into your life and work.</p> <p>Stage IV – Act</p> <p>2.3.12 Engage in interactions and learning experiences that help build positive relationships in your life and work.</p>	Topic	Worksheets
	Employability Skills	Personal Attributes Personal Skills
	Problem Solving Leadership Building Relationships	POOCH Problem Solving Leadership Building Relationships Friends and Peer Pressure Acknowledging Differences

AREA A- PERSONAL MANAGEMENT

CAREER COMPETENCY 3: CHANGE AND GROW THROUGHOUT LIFE

PHASE III		TS & CAPE CAREER DEVT PROGRAM	
<p>3.3 Learn to respond to change that affects your well-being (II)</p> <p>Stage I – Acquire</p> <p>3.3.1 Describe how change and personal growth can affect physical and mental health.</p> <p>3.3.2 Explore how mental and physical health impact on life and work decisions.</p> <p>3.3.3 Explore effective communication skills to use in stressful situations (assertiveness, conflict, resolution, problem solving, etc.)</p> <p>Stage II – Apply</p> <p>3.3.4 Identify what places stress on your mind and body.</p> <p>3.3.5 Demonstrate behaviours that maintain your physical and mental health.</p> <p>3.3.6 Apply stress management strategies.</p> <p>3.3.7 Demonstrate effective communication skills in stressful situations (assertiveness, conflict, resolution, problem solving, etc.)</p> <p>Stage III – Personalisation</p> <p>3.3.8 Examine your mental and physical health and evaluate its impact on your career decisions.</p> <p>3.3.9 Acknowledge the positive outcomes of actively managing issues that affect your well-being.</p> <p>3.3.10 Assess your communication skills and adopt those that are most effective in stressful situations.</p> <p>Stage IV – Act</p> <p>3.3.11 Adopt habits and engage in experiences that maintain or improve your mental and physical health.</p>	<p>Topic</p> <p>Time Management</p> <p>Stress Management</p> <p>Conflict Management</p> <p>Coping with Bullying</p>	<p>Worksheets</p> <p>Study Skills and Time Management</p> <p>Stress</p> <p>Conflict</p> <p>Apology</p> <p>Bullying at school and at the workplace</p>	

AREA B – LEARNING AND WORK EXPLORATION
CAREER COMPETENCY 4: PARTICIPATE IN LIFELONG LEARNING
SUPPORTIVE OF CAREER GOALS

PHASE III		TS & CAPE CAREER DEVT PROGRAM
<p>4.3 Link lifelong learning to the career building process</p> <p>Stage I – Acquire</p> <p>4.3.1 Understand how the skills, knowledge and attitudes acquired in a variety of learning programs may contribute to achieving personal and professional goals.</p> <p>4.3.2 Understand how lifelong learning enhances people’s ability to achieve career goals.</p> <p>4.3.3 Understand how a set of skills, knowledge and attitudes can fulfil the requirements of a variety of work roles and work environments.</p> <p>4.3.4 Understand why life-long learning is required in the work place.</p> <p>4.3.5 Explore the education and training requirements of various work roles.</p> <p>Stage II – Apply</p> <p>4.3.6 demonstrate lifelong learning behaviours and attitudes that contribute to achieving personal and professional goals.</p> <p>Stage III – Personalise</p> <p>4.3.7 Determine the value of ongoing learning to you.</p> <p>4.3.8 Identify the transferable skills, knowledge and attitudes that can fulfil the requirements of a variety of work roles and work environments.</p> <p>Stage IV – Act</p> <p>4.3.9 Engage in a continuous learning process supportive of your career goals.</p>	Topic	Worksheets
	<p>Vocational Tree</p> <p>Goal Setting</p>	<p>My Personal Timeline</p> <p>My family and friends</p> <p>vocational tree</p> <p>Goal Setting</p> <p>Decisions, Decisions, Decisions</p>

AREA B – LEARNING AND WORK EXPLORATION
CAREER COMPETENCY 5: LOCATE AND EFFECTIVELY USE CAREER INFORMATION

PHASE III	TS & CAPE CAREER DEVT PROGRAM	
<p>5.3 Locate and evaluate a range of career information sources (I)</p> <p>Stage I – Acquire</p> <p>5.3.1 Discover how key personnel in selected work roles could become ideal information resources/role models.</p> <p>5.3.2 Understand how labour market information (profiles, statistics, etc.) can be used when making career decisions.</p> <p>5.3.3 Explore how trends and work opportunities in various industry sectors impact upon the nature and structure of work roles.</p> <p>5.3.4 Explore how employment and workplace trends impact upon the provision of education and training.</p> <p>5.3.5 Understand how a variety of factors (e.g., supply and demand for workers, demographic changes, environmental conditions, geographic location) impact upon work opportunities.</p> <p>Stage II – Apply</p> <p>5.3.6 Use career information resources such as career directories, occupation classification systems, labour market information, mass media, computer and Internet-based career information delivery systems to locate trend information on occupational and industry trends, education and training trends, and social and economic trends.</p> <p>Stage III – Personalise</p> <p>5.3.7. Rank the usefulness of career information resources you have explored in terms of their accuracy, currency, reliability and relevance.</p> <p>Stage IV – Act</p> <p>5.3.Put strategies in place to evaluate career information resources that you locate and use.</p>	<p>TOPIC</p>	<p>WORKSHEETS</p>
	<p>Knowledge of Careers Investigating Careers Guest Speaker Field Trip Industry Visit</p>	<p>How Careers Unfold Career Survey My Career Workplace Excursion Worksheet</p>
	<p>Definition of Work Work Words</p>	<p>What is work? Why work? Employment Terms Work Words The World of Work World of Work Vocab</p>
	<p>Web Resources</p>	<p>Web Resources</p>
	<p>Job Guide Career Investigation</p>	<p>My Interest Areas Job Investigation Activity Job Research Activity Quizzes Career Investigation</p>
<p>My Future- Testing Your Choices Pathways Planning VET</p>	<p>Testing Your Career Choices Testing Your Subject Choices Multiple Pathways in Pathways Planning My Pathways Plan My Action Plan for achieving my Career Pathway Goal My Senior Pathways Plan Introduction to Vocational Education and Training</p>	

AREA B – LEARNING AND WORK EXPLORATION
CAREER COMPETENCY 6: UNDERSTAND THE RELATIONSHIP
BETWEEN WORK, SOCIETY AND THE ECONOMY

PHASE III	TS & CAPE CAREER DEVT PROGRAM	
<p>6.3 Understand how societal needs and economic conditions influence the nature and structure of work (I)</p> <p>Stage I – Acquire</p> <p>6.3.1 Understand how society’s needs and functions affect the supply of goods and services.</p> <p>6.3.2 Explore how people’s personal values and interests determine the importance placed upon different kinds of work.</p> <p>6.3.3 Explore how trends (such as social, demographic, technological, occupational and industrial trends) can positively and negatively affect work and learning opportunities.</p> <p>6.3.4 Understand the concept of a global economy and how it affects individuals, communities, the states and territories, and the nation.</p> <p>Stage II – Apply</p> <p>6.3.5 Demonstrate how your own community or state/territory is affected by society’s needs and functions, as well as by the global economy.</p> <p>6.3.6 Demonstrate how work and learning in your own community is affected by social, demographic, technological, occupational and industrial trends.</p> <p>Stage III – Personalise</p> <p>6.3.7 Evaluate the impact of society’s needs and functions and that of the global economy on you.</p> <p>6.3.8 Evaluate the impact of social, demographic, technological, occupational and industrial trends on your work and learning opportunities.</p> <p>6.3.9 Evaluate how your values and interests influence the value you place on different kinds of work.</p> <p>Stage IV – Act</p> <p>6.3.10 Engage in work experiences that satisfy your needs as well as meeting society’s needs.</p>	TOPIC	WORKSHEET
	Obstacles Trends	Obstacles and Alternatives Within the Workforce Local, National and Global Trends Affecting my Career
	Local Community Industry Visits Careers Market	The Local Community Scene Working in Your Community Exploration and Fact Finding Excursion to the Local Business Community
	Work Experience	Work Experience Preparation Work Experience Debriefing and Letter of Thanks Work Experience Student Log Book Work Experience Report

AREA C – CAREER BUILDING

CAREER COMPETENCY 7: SECURE/CREATE AND MAINTAIN WORK

PHASE III	TS & CAPE CAREER DEVT PROGRAM	
<p>7.3 Develop abilities to seek, obtain/create and maintain work</p> <p>Stage I – Acquire</p> <p>7.3.1 Explore skills, knowledge and attitudes required to locate, interpret and use information about work opportunities.</p> <p>7.3.2 Explore attributes and employability skills necessary to obtain and maintain work.</p> <p>7.3.3 Explore the services or initiatives that support people’s transitions.</p> <p>7.3.4 Understand that some work opportunities require flexibility and adaptability (e.g. relocating, learning new skills).</p> <p>7.3.5 Explore specific work opportunities in terms of working conditions and safety hazards, benefits, etc.</p> <p>7.3.6 Explore volunteering as a proactive job search and personal development strategy.</p> <p>Stage II – Apply</p> <p>7.3.7 Demonstrate employability skills and attributes necessary to obtain and maintain work.</p> <p>7.3.8 Experience volunteering as a proactive job search or personal development strategy.</p> <p>Stage III – Personalise</p> <p>7.3.9 Evaluate work opportunities in terms of working conditions, benefits etc., that are important to you.</p> <p>7.3.10 Acknowledge your personal set of skills, knowledge and attitudes that contribute to seeking, obtaining/creating and maintaining work.</p> <p>Stage IV – Act</p> <p>7.3.11 Create and engage in work opportunities reflective of your personal set of skills, knowledge and attitudes.</p> <p>7.3.12 Adapt current or try new work search skills and tools.</p>	TOPIC	WORKSHEET
	Sources of Job Vacancies Job Advertisements	Where to find job vacancies Sources of job vacancies Aboriginal Job Search Looking at Job Ads Deconstructing a Job Advertisement Finding Job Advertisements My Job Advertisement
	Workplace Rights and Responsibilities Workplace Health and Safety	Workplace Rights and Responsibilities My Rights as an Employee Workplace Organisations- Unions Human Rights and the Workplace Workplace Health and Safety Workplace Hazards
	Support/ Transition Services	Centrelink Job Seeking School-based Apprenticeships
	School/ Career Portfolio	Student Portfolio
	Resumes	Portfolios Resumes Preparing a Resume Resume Checklist Resume Outline
	Letter of Application	The Cover Letter
	Telephone Applications	Telephone Applications
	The Interview	The Interview How do you rate? Preparing for the Interview Possible Questions Interview Participation
	Present a positive image	Identify personal presentation and behaviour required in the workplace
	Workplace Communication	Tools for Communication in the Workplace Communication Effective Communication

AREA C – CAREER BUILDING

CAREER COMPETENCY 8: MAKE CAREER ENHANCING DECISIONS

PHASE III		TS & CAPE CAREER DEVT PROGRAM	
<p>8.3 Engage in career decision making</p> <p>Stage I – Acquire</p> <p>8.3.1 Understand the importance of developing a range of scenarios supportive of your preferred future.</p> <p>8.3.2 Investigate the requirements needed to qualify for chosen education/training courses.</p> <p>8.3.3 Investigate the costs (living and fee-related) associated with education and training.</p> <p>8.3.4 Investigate strategies for securing financial assistance related to education and training.</p> <p>8.3.5 Explore courses in terms of the skills, knowledge and attitudes required for entry-level work or advanced training.</p> <p>8.3.6 Understand the steps required to make an effective transition (from school to post-secondary education/training programs or work, or to re-enter the workforce).</p> <p>8.3.7 Understand how personal values may influence your choices and actions.</p> <p>8.3.8 Explore how being positive about the future and its uncertainties may lead to creative and interesting possibilities/alternatives.</p> <p>Stage II – Apply</p> <p>8.3.9 Demonstrate responsibility for making educational and work choices.</p> <p>8.3.10 Develop a range of scenarios supportive of your preferred future.</p> <p>8.3.11 Develop strategies for covering costs (living and fee-related) associated with education/training possibilities and apply for needed assistance.</p> <p>8.3.12 Plan and complete the steps required for transition (eg: school to post-secondary education/training programs or work, volunteer work to paid employment etc).</p> <p>8.3.13 Develop creative or alternative choices reflective of the changing world of work.</p> <p>Stage III – Personalise</p> <p>8.3.14 Evaluate educational and work choices in terms of your personal goals, values and financial means.</p> <p>8.3.15 Examine alternatives in given decision-making situations and determine if they are supportive of your values and goals.</p> <p>Stage IV – Act</p> <p>8.3.16 Create and engage in career experiences supportive of your values and goals.</p> <p>8.3.17 Engage in decision-making that suits your needs and values and is supportive of your goals.</p>	<p>TOPIC</p>	<p>WORKSHEET</p>	
	<p>Decision making Guest Speakers</p>	<p>Decisions The Six Steps in Making a Good Decision Short Term and Long Term Goals How can I achieve my goals? Should I stay or should I go? Decisions, decisions... Can you score a goal? My Career Plan</p>	
	<p>SET Plans</p>	<p>Senior Education and Training Plan Subject Selection</p>	
	<p>Interview with admin</p>	<p>Subject Selection Interview Preparing for your interview</p>	
	<p>Entrepreneurial skills Modular work</p>	<p>What is an entrepreneur? Exploring modular work.</p>	

AREA C – CAREER BUILDING

CAREER COMPETENCY 9: MAINTAIN BALANCED LIFE AND WORK ROLES

PHASE III		TS & CAPE CAREER DEVT PROGRAM	
<p>9.3 Link lifestyles and life stages to career building</p> <p>Stage I – Acquire</p> <p>9.3.1 Understand the concept of life stages.</p> <p>9.3.2 Understand the concept of lifestyles.</p> <p>9.3.3 Understand the factors that influence or impact upon lifestyles (e.g., socio-economic status, culture, values, work choices, work habits).</p> <p>9.3.4 Understand the life stage factors that influence your career building.</p> <p>Stage II – Apply</p> <p>9.3.5 Examine the type of lifestyle you want at this stage of your life.</p> <p>9.3.6 Identify and experience work scenarios reflective of your life stage and lifestyle.</p> <p>9.3.7 Recognise that your preferred lifestyle, your life stage and your career building are connected.</p> <p>Stage III – Personalise</p> <p>9.3.8 Examine your work scenarios and determine which ones are supportive of your life stage and lifestyle.</p> <p>9.3.9 Acknowledge the factors that influence or impact upon your lifestyle (e.g., socioeconomic status, culture, values, work choices, work habits, injury, illness).</p> <p>Stage IV – Act</p> <p>9.3.10 Take active steps to moving closer towards your preferred lifestyle, while considering your life stage.</p>	TOPIC	WORKSHEET	
	Transitions Leisure Time	<p>What is a transition?</p> <p>The transition to work</p> <p>How do I spend my leisure time?</p> <p>Identifying Leisure Activities</p>	

AREA C – CAREER BUILDING
CAREER COMPETENCY 10: UNDERSTAND THE CHANGING NATURE
OF LIFE AND WORK ROLES

PHASE III	TS & CAPE CAREER DEVT PROGRAM	
<p>10.3 Understand and learn to overcome stereotypes in career building (I)</p> <p>Stage I – Acquire 10.3.1 Examine factors that have influenced the changing career patterns or pathways of women and men. 10.3.2 Examine gender stereotyping and bias in education and training programs and work settings. 10.3.3 Identify attitudes, behaviours and skills that contribute to overcoming gender bias and stereotyping. 10.3.4 Investigate advantages and challenges of adopting non-traditional work roles.</p> <p>Stage II – Apply 10.3.5 Demonstrate attitudes, behaviours and skills that contribute to overcoming gender bias and stereotyping.</p> <p>Stage III – Personalise 10.3.6 Assess your willingness to contribute to overcoming gender bias and stereotyping. 10.3.7 Examine the possibility of adopting non-traditional work roles. 10.3.8 Consider fulfilling work roles regardless of gender bias and stereotyping.</p> <p>Stage IV – Act 10.3.9 Create and engage in fulfilling career experiences regardless of gender bias and stereotyping.</p>	TOPIC	WORKSHEET
	<p>Technology and change Stereotypes Present and future work patterns</p>	<p>Technology Impact Career Choice Present and Future Work Patterns</p>

AREA C – CAREER BUILDING

CAREER COMPETENCY 11: UNDERSTAND, ENGAGE IN AND MANAGE THE CAREER BUILDING PROCESS

PHASE III		TS & CAPE CAREER DEVT PROGRAM	
<p>11.3 Recognise and take charge of the career building process</p> <p>Stage I – Acquire</p> <p>11.3.1 Understand the concept of the labour market and its relationship to career building.</p> <p>11.3.2 Understand how risk taking and positive attitudes towards self and work (resilience, flexibility, openness, etc.) are important to the career building process.</p> <p>11.3.3 Understand the difference between risk taking in career building and risk-taking in the workplace.</p> <p>11.3.4 Understand how information about yourself and the labour market is important to the career building process.</p> <p>11.3.5 Explore the notion of career scenario building as an integral component of the career building process.</p> <p>11.3.6 Understand the importance of pursuing short-term action plans.</p> <p>Stage II – Apply</p> <p>11.3.7 Demonstrate risk taking and positive attitudes toward self and work (resilience, flexibility, openness, etc.).</p> <p>11.3.8 Update your resume and/or portfolio using newly acquired information about yourself and the labour market.</p> <p>11.3.9 Build career goals, aspirations and experiences that align with your preferred future.</p> <p>11.3.10 Develop and pursue short-term action plans in light of your desired career goals and aspirations.</p> <p>11.3.11 Experience different roles through work experience, volunteering, social events, etc.</p> <p>Stage III – Personalise</p> <p>11.3.12 Refine your self-perception (based on career experiences) and evaluate its impact on your decisions or choices.</p> <p>11.3.13 Revisit your preferred future to determine whether or not it is necessary to modify and/or create new career goals, aspirations and experiences and adjust your short-term action plans.</p> <p>Stage IV – Act</p> <p>11.3.14 Engage in a career building process that truly reflects your own needs, desires and values.</p>	TOPIC	WORKSHEET	
	Enterprise Education		
	Review and Evaluation	Destination Survey	