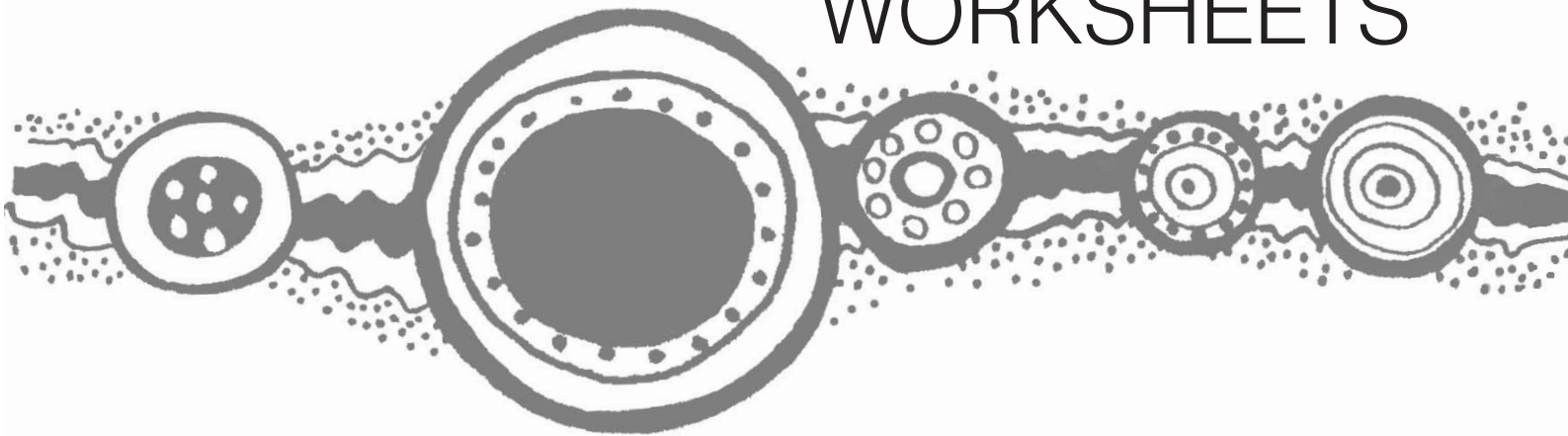


BOARD OF STUDIES
NEW SOUTH WALES

ACAP WORKSHEETS



Thanks to Julie Tassone and Stephen McLeod.

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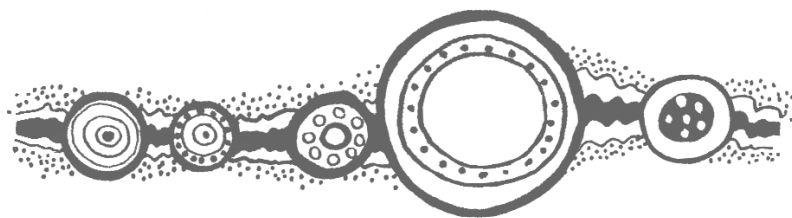
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WHAT'S IMPORTANT TO ME?

Who's my mob?

Where's my country?

What's my language?

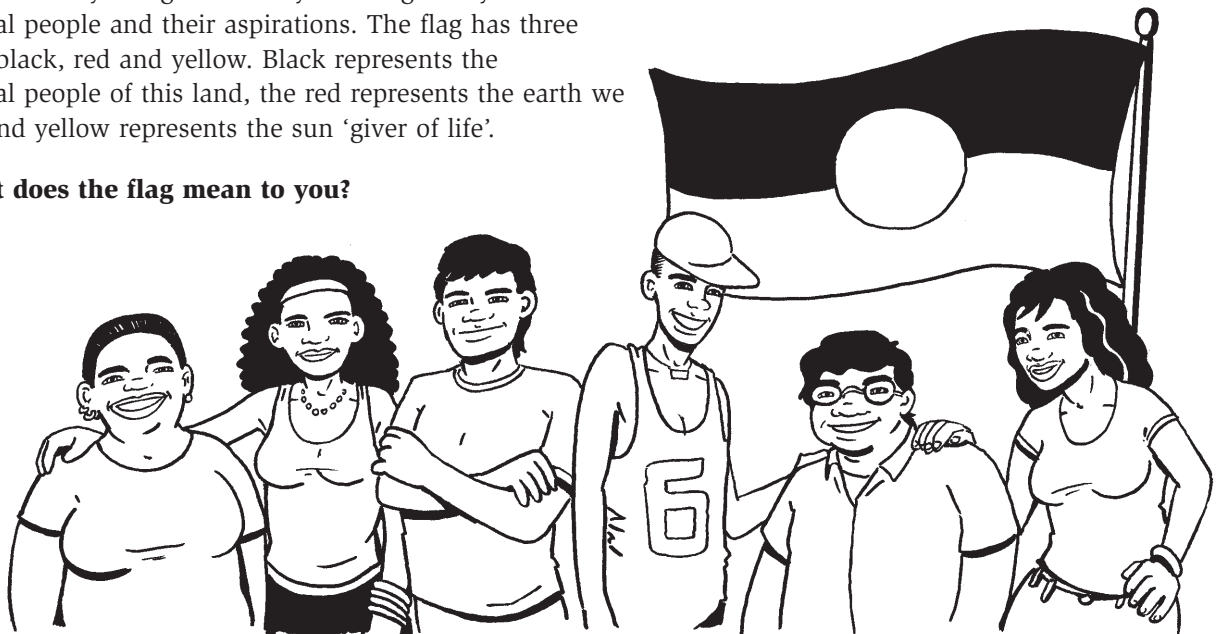
Where do I live?

What's important to me?

The Aboriginal flag

The Aboriginal flag was designed by Harold Thomas in 1971. The flag is widely recognised today as being the symbol for Aboriginal people and their aspirations. The flag has three colours: black, red and yellow. Black represents the Aboriginal people of this land, the red represents the earth we live on and yellow represents the sun 'giver of life'.

What does the flag mean to you?





Who Am I?

1. List your three favourite subjects at school.

a. _____ b. _____

c. _____

2. List the three subjects in which you receive the highest grades.

a. _____ b. _____

c. _____

3. Are your lists similar?

Yes

No

4. Do these subjects have something in common? What makes you like them?

5. Place numbers in the boxes next to the things you like to do:

from 1 for the activity you like the best, to 8 for the activity you like the least.

- Being with people
- Helping people
- Solving problems
- Being outdoors
- Reading/writing about things and places
- Drawing or painting
- Making things
- Exploring/discovering new things



TALKING ABOUT ME!

What are my best features?

I am really good at...

Who influences me?

I admire...



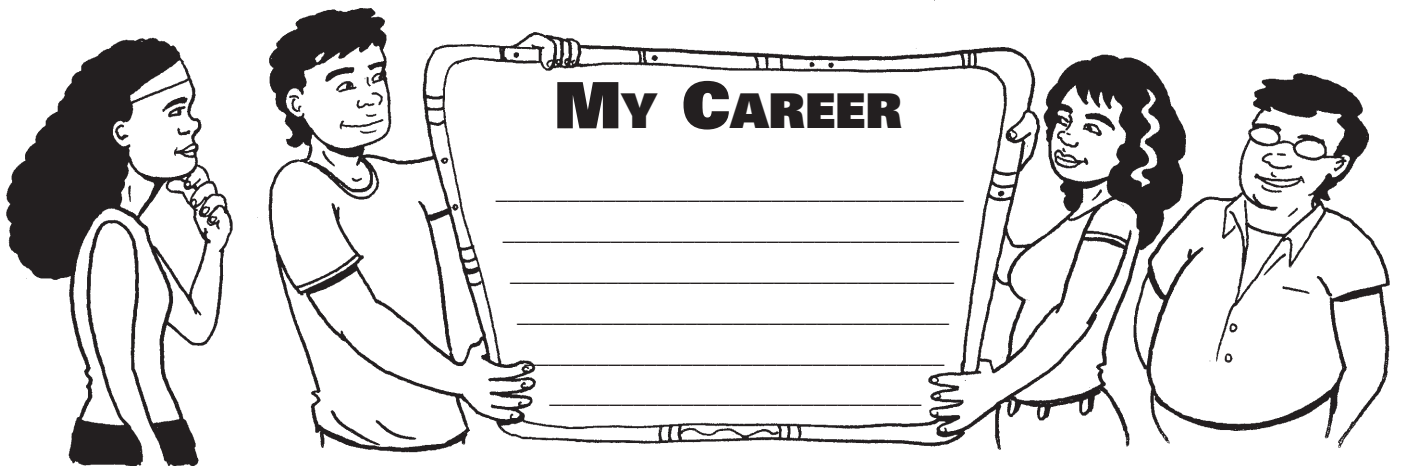
Me and my career...

List five jobs that are similar to the job you would like to do:

-
-
-
-
-

What are the main tasks involved in this job?

-
-
-



Where would you like to live?

Names of other people doing the job you want to do:

-
-
-

Why you want to do this job:

-
-
-
-
-

WHAT IS A CAREER?

MY DEFINITION:

THREE LEVELS OF INDUSTRY

Industry	Definition	Examples
Primary		
Secondary		
Tertiary		

Draw pictures in the flow chart below to show how one product passes through the three levels of industry.

Example

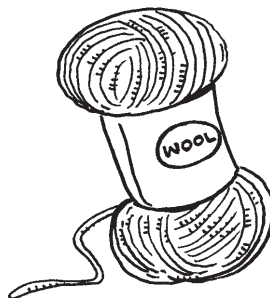
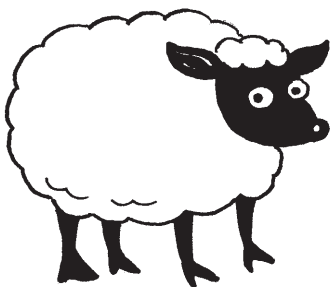
sheep



wool



socks



WORK WORDS

Describe what the following terms mean.

Scholarship: _____

Traineeship: _____

Apprenticeship: _____



Your Notes: **WORK WORDS**

Casual work _____

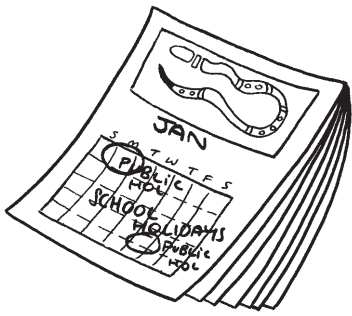
Full-time work _____

Self-employed _____

Paid work _____

New apprenticeships _____

Voluntary work _____



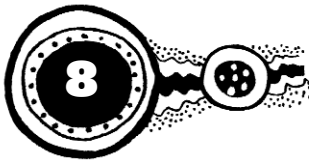
THE WORLD OF WORK

Match the following terms to their correct definitions.

Term
Annual leave
Apprenticeship
Time in lieu
Full-time work
Union
Job description
Casual work
Part-time work
Career path
Public holiday
Overtime

Definition
A "regular job" – about 8 hours a day, 5 days a week, 48 weeks a year.
Permanent work with regular hours less than full-time.
Temporary work which does not have benefits such as holiday pay.
Job combining on-the-job and off-the-job training.
Extra time worked – usually with extra pay.
The way in which a career develops.
Official day off for which you get paid.
Days off given in exchange for extra time worked.
Statement explaining what a role or position does and is about.
Paid holidays – usually four weeks a year.
Organisation that looks after employees' working conditions.





DE-CONSTRUCTING A JOB ADVERTISEMENT

APPRENTICESHIPS New Career Opportunities

ASTECC is a large corporate holding company providing contract business to industries including mining, factory maintenance, construction and engineering.

Apprenticeships are being offered in the following trades:

Electricians/Electrical Fitters/Mechanical Fitters/Fitters/Plumbers/Carpentry and Joinery

If you are a successful applicant you will become an indentured tradesperson. Your basic training will be undertaken at Dubbo, Broken Hill, Armidale, Central Coast, Newcastle, Sydney or Eden.

Education – You will have completed or are about to complete your Higher School Certificate.

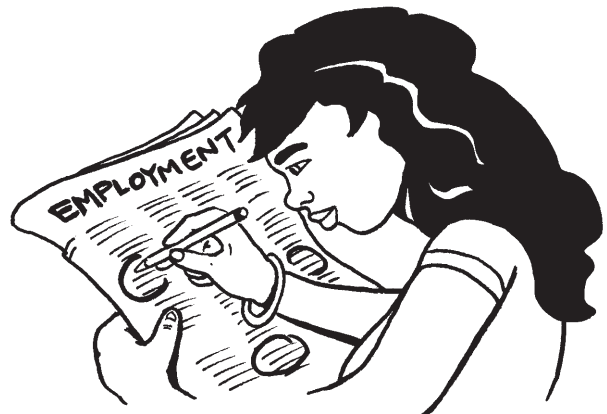
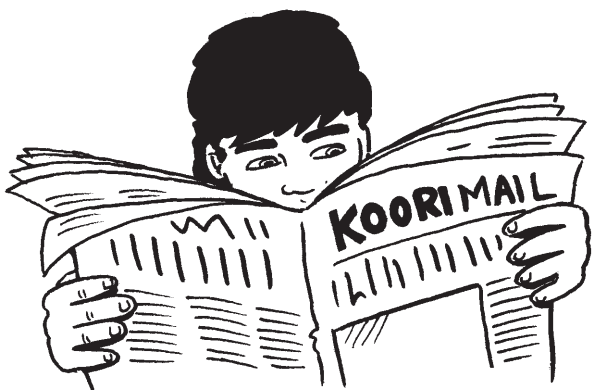
Requirements – written and verbal communication skills, literacy and numeracy skills, an understanding of and interest in the sciences, ability to work as part of a team, demonstrated interest in one or more of the above positions.

The successful applicants will receive comprehensive on-the-job training and paid leave to attend a TAFE College. Applicants will receive the award rate for apprentices according to industrial standards.

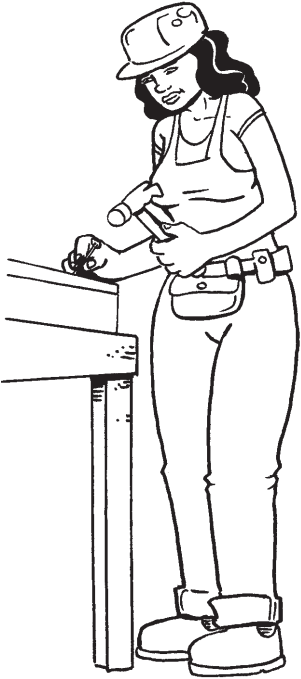
For further information call the recruitment officer on 02 9956 4444 or send your resume to:

ASTECC Industries
GPO Box 5300
Sydney NSW 2001

Skills	Subjects



My RIGHTS AS AN EMPLOYEE



Visit the website <http://www.wagenet.gov.au/index.html>

Click on *Fact sheets* and then *Awards* to find the answer to the following question.

1. What do awards do?

2. Click on *Glossary* to find the answer to this question: What are the main criteria for unfair dismissal?

Visit the website <http://www.osiris.gov.au> to find the answers to the following questions.

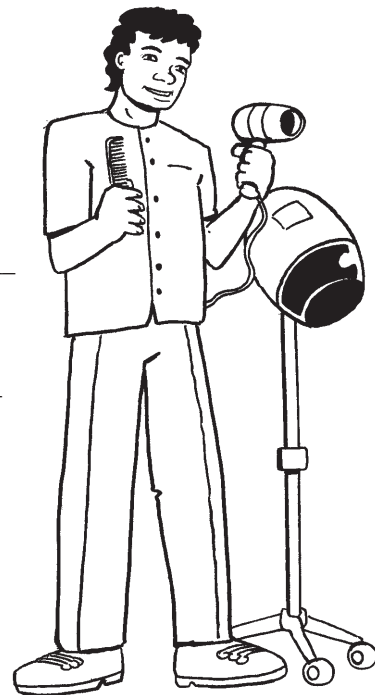
3. What is the weekly wage for a 1st year indentured apprentice electrician on construction?

4. What is the weekly wage for a 1st year apprentice hairdresser?

5. What is the weekly wage for a 1st year enrolled nurse?

6. Examine the list to find what the award conditions are for the job you have chosen. You may need to ask your teacher for some help finding what category your job belongs in. Make a list of allowances you are entitled to.

Wages	Allowances





ABORIGINAL JOB SEARCH

Go to <http://www.jobsearch.gov.au/indigenous>

How many jobs are available on the site? How many new jobs were posted today?

Find the Indigenous Employment Policy. What is the aim of the Indigenous Employment Policy? (in your words)

Identify two things different about the Aboriginal population compared to the non-Aboriginal population:

Write down four projects that are part of the Indigenous Employment Policy. Think about any programs that you may be interested in. (Write down any extra information you may want later.)



Use the *Keyword Quick Search* to see if there are any jobs in your local area. Write down what you find:

Write down two contacts that may be able to assist you in finding a job or getting more information:

WORKPLACE ORGANISATIONS – UNIONS

Go to <http://www.worksite.actu.asn.au>

What do the letters ACTU stand for?

Go to *Fact Sheets*. Find *OH&S*. What does this mean? What are your responsibilities and those of your employer?

Go to *Fact Sheets*. Find *Structured Workplace Learning (SWL)*. What is the difference between this and work experience? Are there any courses listed that you are interested in? Does your school offer SWL courses?

Go to *Job Union Match*. Pick a job you are interested in and write down the relevant union. Also write down any new information you find out about the job.





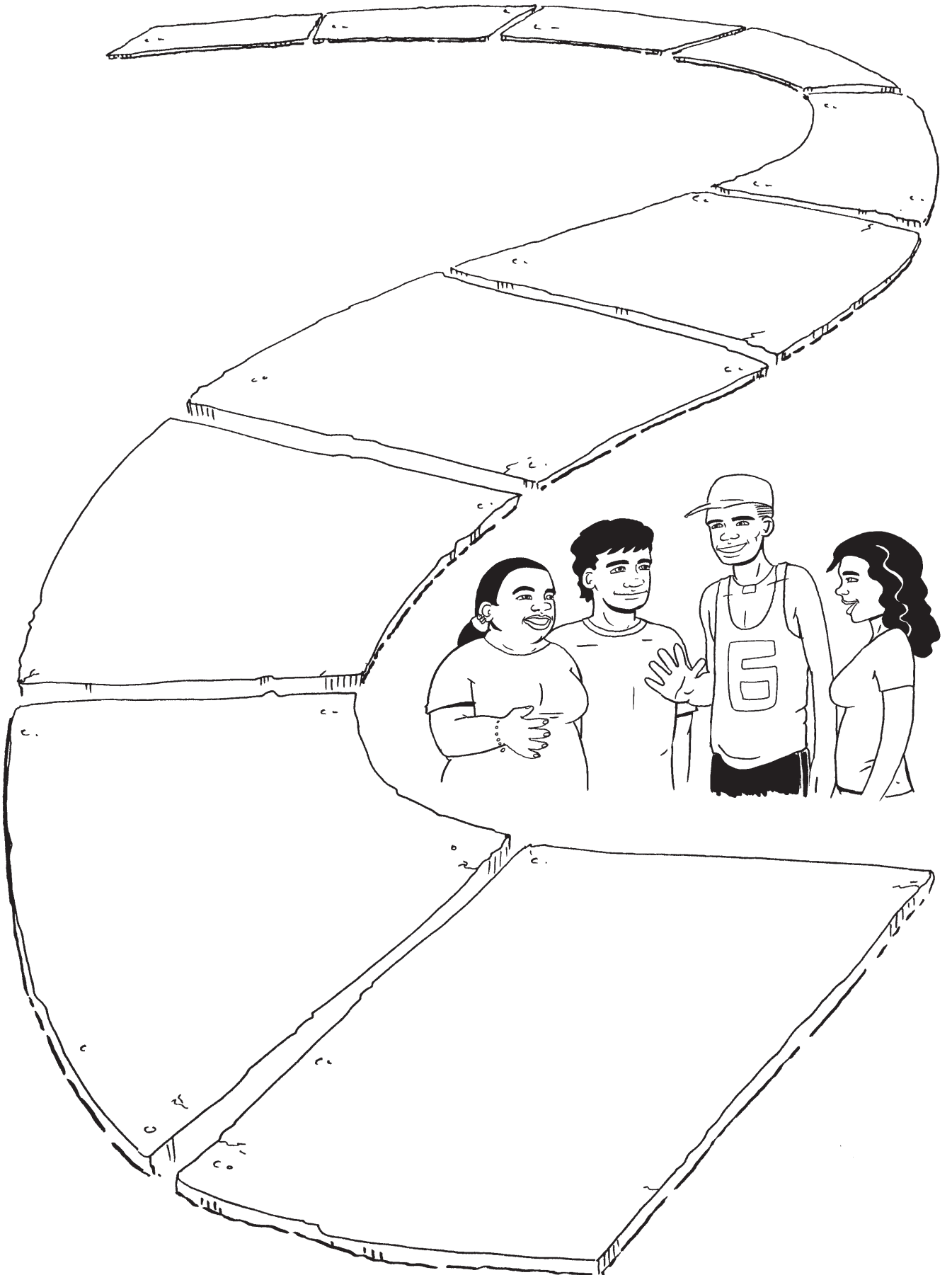
My FIELD TRIP WORKSHEET



Your task is to make a worksheet for yourself. This will allow you to find out all the things you want to know about the organisation you are visiting.

You can design the sheet any way you want. You can have a series of questions, a mind map to complete, a table to fill in, or a combination of activities. Remember this day is a chance for you to see an interesting workplace, so try to find out as much information as you can.

My CAREER PLAN



DECISIONS

Write down five decisions you made last week, then circle the most important one.

1. _____
2. _____
3. _____
4. _____
5. _____

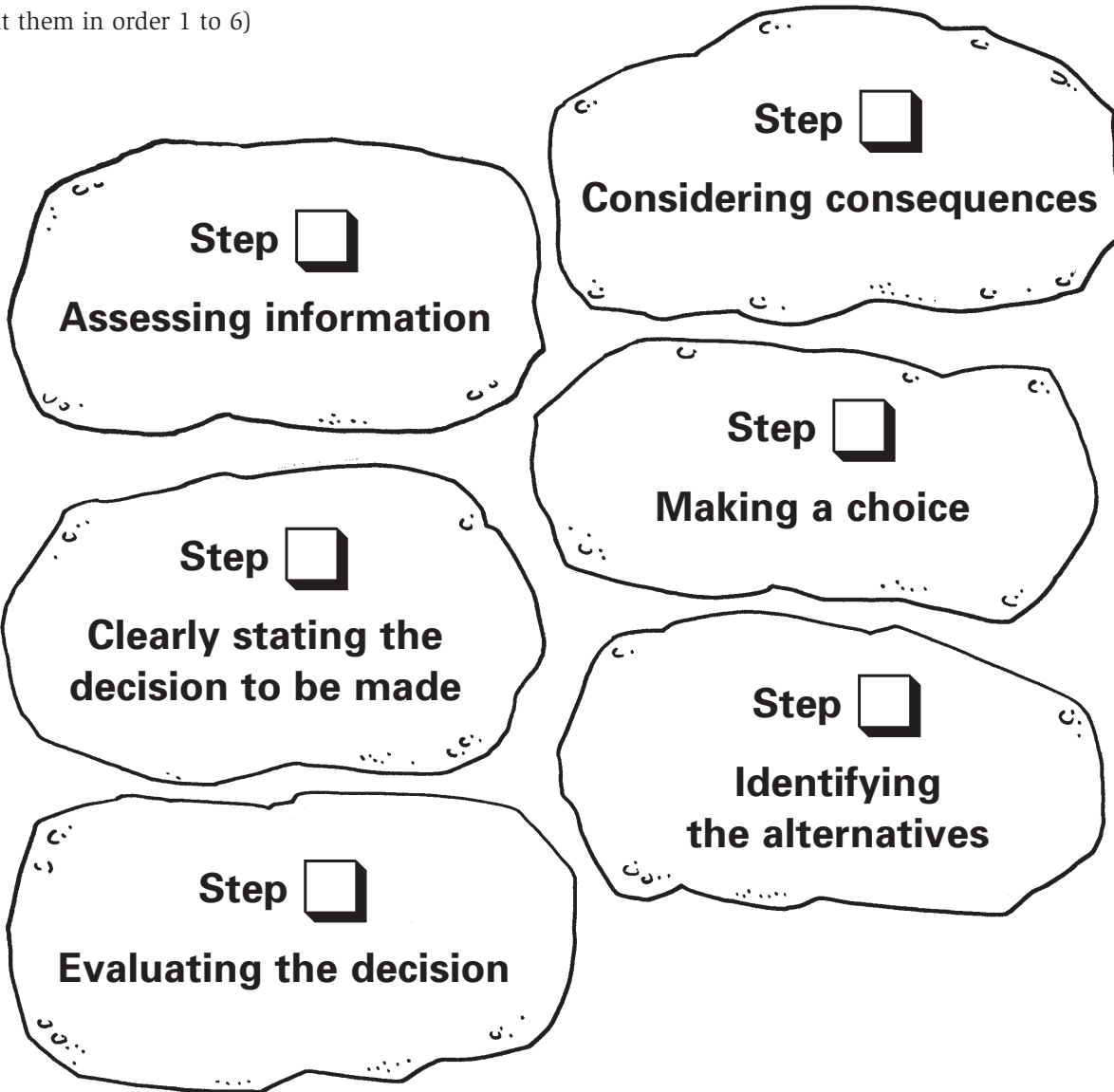


Now write your biggest ever decision and why it was the biggest decision you've made.

Write why it was the most important.

THE SIX STEPS IN MAKING A GOOD DECISION

(Put them in order 1 to 6)



Step

Assessing information

Step

Considering consequences

Step

Making a choice

Step

Clearly stating the decision to be made

Step

Identifying the alternatives

Step

Evaluating the decision

Notes:

SHORT-TERM AND LONG-TERM GOALS

FEATURES AND DEFINITIONS

Short-term	Long-term

Identify the short-term and long-term goals below by writing an “S” for short-term or “L” for long-term in each.

I’m going to get my driver’s licence when I’m the right age.

In four years I will be enrolled in the TAFE Certificate, Aboriginal Art & Cultural Practices.

This year I am going to be the highest scorer in the final Maths exam.

I am going to listen to every word my Science teacher says in class today.

I am going to get a part-time job to save for the holiday to Uluru

I am not going to raise my voice all day.

I’m going to finish my HSC and go to university to study Law

I am going to attend all my classes this week.

When I’m older I’m going to buy a sports car.

I want to be my own boss and employ people to do the work for me.



How Can I Achieve My Goals?

First I must identify the goal.

Next, I'll work out the steps needed to achieve my goal.

Now what or who is going to be an obstacle to me achieving my goals?

I'll set myself a deadline and nothing will stop me reaching my goal.



Your turn:

1. Write the goal here

2. What steps?

3. Obstacles

4. Deadline



WORKSHEET

Profiles, Personal Characteristics and Skills

Profile		Skills
Who am I?	Self-assured	Well organised
What do I do?	Innovative	Leadership ability
What have I achieved?	Charismatic	Good speaker
Where do I live?	Persuasive	Good writer
Who do I work with?	Keen	Communication
What organisation do I belong to?	Industrious	Supervisory
Where am I from?	Willing	Team player
Do people like me?	Capable	Customer focus
Am I popular?	Inspirational	Management ability
Am I famous?	Polite	Analytical
Is my family famous?	Obliging	Can speak languages
How old am I?	Neat	Mathematical ability
Am I near the end of my career or just beginning?	Tidy	Computer skills
What have I done previously?	Focused	Able to work independently
How did I get where I am?	Disciplined	Manual worker
Am I the best in my field?	Courageous	Promotional ability
What other things have I done?	Active	Business management
Who else does what I do?	Reliable	Fast
Do people look up to me?	Articulate	Accurate
	Creative	Concise
	Committed	Problem solving
	Talkative	Can meet deadlines
	Professional	Good under pressure
	Moody	Critical thinker
	Determined	Forward planner
	Powerful	Consistency
	Opportunistic	Good researcher
	Entrepreneurial	Trainer
	Aggressive	Teacher
	Mischievous	Creative flair
	Confident	Administrative
	Arrogant	Attention to detail
	Shy	Operational
	Negative	First aid
	Mature	
	Naïve	
	Healthy	
	Patient	
	Sensitive	

(Do any of these words help you with your description of the person you admire? What about you?)

THE PERSON I ADMIRE MOST IS _____

(Remember the person can be anyone – they don't have to be famous!)

HINT: Use the Worksheet to help you.

Skills:

Profile:



Personal characteristics:

My Aboriginal Hero ...



WHAT ABOUT ME?

What can I do?

What have I achieved?

Where do I live?

Who do I work/play sport/study/socialise with?

What organisation(s) do I belong to?

Where am I from?

Am I popular?

Am I famous? Do I want to be famous? Is my family famous?

What do I dislike?

How old am I?

Am I near the end of my career or just beginning?

What have I done in the past?

Who do I know?

What makes me angry/sad?

What am I good at?

What other things have I done?

Who else does what I do?

Do people rely on me? What do others say about me?

What makes me happy?

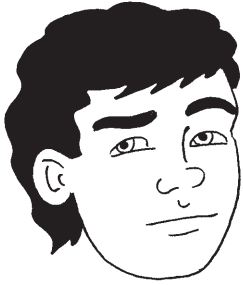
WHAT'S MISSING?

(Write down new questions, answers, and any extra information you can think of.)



My SKILLS

My PERSONAL CHARACTERISTICS



JOB PROFILE: _____

Skills

Personal Characteristics

Other Information

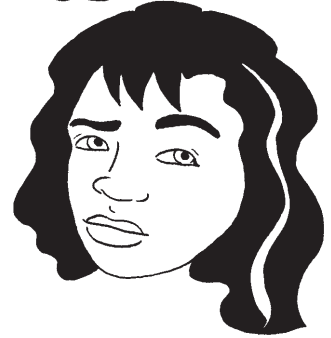
Pay

Training

Career opportunities

Other

How do I match?



CAREERS

Three careers I am interested in

(Don't forget to look at your Job Profiles and "What About Me?" Worksheets)

1. _____

2. _____

3. _____



CAREER QUESTIONS?

1. _____

2. _____

3. _____

4. _____

5. _____



MY QUESTIONS ANSWERED: PLANNING MY CAREER

A large rounded rectangular frame containing a clipboard with a question mark icon and a series of horizontal lines for writing.

Checklist:

Education

Subjects

Scholarships for
Aboriginal kids

Training
requirements

Pay

Abstudy info

Working
conditions

Job availability

Career path
opportunities

Job description

Support services
for Aboriginal
students

Job skills,
traits etc

Employers

Where

Indigenous
courses

LOOKING AT JOB ADS

Glue advertisement here:

Highlight the location of the job

How is the role described?

Underline the closing date for applications

Circle in red the address to send the application

What skills do you need for the job?

What is the title of the position advertised?

Is there an information package available?



RULES OF THE GAME

Play with a single dice.

Each player has a marker.

The player who rolls the highest number starts first.

Players move from space to space following the connecting lines.

A player who lands on a snake's tail slides down to its head.

Each player has a scorecard on which they answer the questions that they land on.

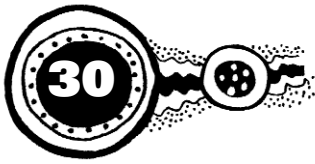
The game ends when one person lands on the Finish. (The exact number must be thrown.)

There can be two winners: the player who finishes first, and the player who gets the highest score.

If the player who finishes first also achieves the highest score, they are The Champion.

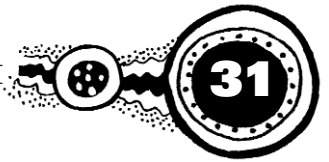
Disputes over answers should be resolved by all players agreeing to a solution. If agreement cannot be reached, a third party should be asked.

You may only fill in answers when it is your turn. However, during your turn you can return to a previous answer to add extra information.



SCORECARD

Questions	Scoring	Your Score
What is a goal?	5 points.	
Who's your Aboriginal or Torres Strait Islander hero?	You get 1 point.	
Name two personal characteristics of your hero: 1. 2.	You get 2 points for each.	
Name five skills you need to do the jobs you are interested in: 1. 2. 3. 4. 5.	You get 1 point for each correct answer and a bonus 5 if they all relate to the same job.	
List three parts of a job advertisement: 1. 2. 3.	You get 2 points for each part.	
Who's got information on jobs? Write down four places or people. 1. 2. 3. 4.	You get 1 point for each correct answer.	
Name two places to find job advertisements. 1. 2.	You get 2 points for each place.	
What are your three best subjects? 1. 2. 3.	You get 1 point for each subject.	



Questions

Scoring

Your Score

<p>Name six steps in making a decision:</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 	<p>You get 2 points for each step and a bonus 5 if you can name all six.</p>	
<p>Three careers I am interested in:</p> <ol style="list-style-type: none"> 1. 2. 3. <p>Why?</p>	<p>You get 2 points for each career and a bonus 5 if you can say why you are interested in them.</p>	
<p>My most important decision ever was:</p>	<p>5 points.</p>	
<p>The two subjects I need to improve on are:</p> <ol style="list-style-type: none"> 1. 2. 	<p>You get 2 points for each subject.</p>	
<p>My goal for this year is:</p> <p>My long-term goal is:</p>	<p>You get 5 points for your goal for this year and 10 points for a long-term goal.</p>	
<p>My three best skills are:</p> <ol style="list-style-type: none"> 1. 2. 3. 	<p>You get 2 points for each skill.</p>	
<p>TOTAL</p>		

