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<td>My CV Worksheet</td>
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</table>
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

<table>
<thead>
<tr>
<th>Industry</th>
<th>Definition</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tertiary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Example

sheep ➔ wool ➔ socks

![Flow chart](image-url)
Describe what the following terms mean.

Scholarship: ____________________________________________________________

________________________________________________________________________

________________________________________________________________________

Traineeship: _____________________________________________________________

________________________________________________________________________

________________________________________________________________________

Apprenticeship: __________________________________________________________

________________________________________________________________________

________________________________________________________________________

Your Notes:

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.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual leave</td>
<td>A “regular job” – about 8 hours a day, 5 days a week, 48 weeks a year.</td>
</tr>
<tr>
<td>Apprenticeship</td>
<td>Permanent work with regular hours less than full-time.</td>
</tr>
<tr>
<td>Time in lieu</td>
<td>Temporary work which does not have benefits such as holiday pay.</td>
</tr>
<tr>
<td>Full-time work</td>
<td>Job combining on-the-job and off-the-job training.</td>
</tr>
<tr>
<td>Union</td>
<td>Extra time worked – usually with extra pay.</td>
</tr>
<tr>
<td>Job description</td>
<td>The way in which a career develops.</td>
</tr>
<tr>
<td>Casual work</td>
<td>Official day off for which you get paid.</td>
</tr>
<tr>
<td>Part-time work</td>
<td>Days off given in exchange for extra time worked.</td>
</tr>
<tr>
<td>Career path</td>
<td>Statement explaining what a role or position does and is about.</td>
</tr>
<tr>
<td>Public holiday</td>
<td>Paid holidays – usually four weeks a year.</td>
</tr>
<tr>
<td>Overtime</td>
<td>Organisation that looks after employees’ working conditions.</td>
</tr>
</tbody>
</table>
DE-CONSTRUCTING A JOB ADVERTISEMENT

APPRENTICESHIPS
New Career Opportunities

ASTEC 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:

ASTEC Industries
GPO Box 5300
Sydney NSW 2001

<table>
<thead>
<tr>
<th>Skills</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
FINDING JOB ADVERTISEMENTS

Job Advertisement 1

<table>
<thead>
<tr>
<th>Skills</th>
<th>Subjects</th>
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</thead>
<tbody>
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</tbody>
</table>

Job advertisement 2

<table>
<thead>
<tr>
<th>Skills</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>
Subjects that are relevant to my career choice:
MY RIGHTS AS AN EMPLOYEE


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.

<table>
<thead>
<tr>
<th>Wages</th>
<th>Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
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:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
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.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
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.
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 1** Assessing information
- **Step 2** Considering consequences
- **Step 3** Making a choice
- **Step 4** Clearly stating the decision to be made
- **Step 5** Identifying the alternatives
- **Step 6** Evaluating the decision

Notes:

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
# Short-term and Long-term Goals

## Features and Definitions

<table>
<thead>
<tr>
<th>Short-term</th>
<th>Long-term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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 finish my HSC and go to university to study Law.
- I am going to get my part-time job to save for the holiday to Uluru.
- I’m going to get my driver’s licence when I’m the right age.
- I am not going to raise my voice all day.
- I am going to attend all my classes this week.
- This year I am going to be the highest scorer in the final Maths exam.
- In four years I will be enrolled in the TAFE Certificate, Aboriginal Art & Cultural Practices.
- I am going to get a part-time job to save for the holiday to Uluru.
- I want to be my own boss and employ people to do the work for me.
- When I’m older I’m going to buy a sports car.
**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
Profiles, Personal Characteristics and Skills

Profile
Who am I?
What do I do?
What have I achieved?
Where do I live?
Who do I work with?
What organisation do I belong to?
Where am I from?
Do people like me?
Am I popular?
Am I famous?
Is my family famous?
How old am I?
Am I near the end of my career or just beginning?
What have I done previously?
How did I get where I am?
Am I the best in my field?
What other things have I done?
Who else does what I do?
Do people look up to me?

Characteristics
Helpful
Happy
Assertive
Cautious
Thoughtful
Motivated
Enthusiastic
Responsive
Responsible
Caring
Committed
Resourceful
Diplomatic
Eager
Earnest
Appreciative
Self-assured
Innovative
Charismatic
Persuasive
Keen
Industrious
Willing
Capable
Inspirational
Polite
Obliging
Neat
Tidy
Focused
Disciplined
Courageous
Active
Reliable
Articulate
Creative
Committed
Talkative
Professional
Moody
Determined
Powerful
Opportunistic
Entrepreneurial
Aggressive
Mischievous
Confident
Arrogant
Shy
Negative
Mature
Naive
Healthy
Patient
Sensitive

Skills
Well organised
Leadership ability
Good speaker
Good writer
Communication
Supervisory
Team player
Customer focus
Management ability
Analytical
Can speak languages
Mathematical ability
Computer skills
Able to work independently
Manual worker
Promotional ability
Business management
Fast
Accurate
Concise
Problem solving
Can meet deadlines
Good under pressure
Critical thinker
Forward planner
Consistency
Good researcher
Trainer
Teacher
Creative flair
Administrative
Attention to detail
Operational
First aid

(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 Wordsheet 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.)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
JOB PROFILE: 

Skills

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Personal Characteristics

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Other Information

Pay

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Training

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Career opportunities

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Other

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

How do I match?

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
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

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
Glue advertisement here:

- Is there an information package available?
- What is the title of the position advertised?
- Underline the closing date for applications
- How is the role described?
- What skills do you need for the job?
- Circle in red the address to send the application
- Highlight the location of the job

Looking at Job Ads
**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

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

**My goal for this year is:**

**My long-term goal is:**

You get 5 points for your goal for this year and 10 points for a long-term goal.

**The two subjects I need to improve on are:**

1. 
2. 

You get 2 points for each subject.

**My most important decision ever was:**

5 points.

**Three careers I am interested in:**

1. 
2. 
3. 

Why?

You get 2 points for each career and a bonus 5 if you can say why you are interested in them.

**Name six steps in making a decision:**

1. 
2. 
3. 
4. 
5. 
6. 

You get 2 points for each step and a bonus 5 if you can name all six.

**My three best skills are:**

1. 
2. 
3. 

You get 2 points for each skill.

**TOTAL**
Start

Your Aboriginal hero

What is a goal?

Two personal characteristics of your hero

Two places to find job ads

Who's got information on jobs?

Three parts of a job ad

Three careers

Steps in making a decision

What was your most important decision?

What are your three best subjects?

Ooops!

Two subjects that need improvement

Three best skills

Uh oh!

Goal for this year and long-term goal

Finish
PERSONALITY PROFILES

Consider these things when researching your profiles.

- What do I do?
- What do I like?
- What are my hobbies?
- Do I inspire others?
- Am I successful?
- What am I good at?
- What inspires me?
- What’s my name?
- How old am I?
- Do I have kids?
- Have I reached my goals?
- Where am I from?
- What have I done?
- What are my goals?
- Have I been to school? University? TAFE?
- When is my birthday?
HUMAN RIGHTS AND THE WORKPLACE

Go to http://www.hreoc.gov.au

What does HREOC stand for?

__________________________________________________________________________________________

Name two areas of federal legislation that HREOC is responsible for (look in the About The Commission section).

1 _______________________________________________________________________________________

2 _______________________________________________________________________________________

When did Australia pass the Racial Discrimination Act? (Look in Information for Students and then click on history.)

__________________________________________________________________________________________

Investigate another significant event in Australia relating to human rights that particularly interests you. Write the date and event below. Write down anything else you find out.

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Go to Frequently Asked Questions and then to Frequently Asked Questions about Human Rights for School Students. What is EEO?

__________________________________________________________________________________________

__________________________________________________________________________________________

What is discrimination? Give examples of ‘direct’ and ‘indirect’ discrimination.

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
Name of Organisation:

What does this organisation do (ie does it produce something, does it sell something, does it provide a service to people, etc)?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Estimate how many people work in the organisation?

______________________________________________________________________________

What jobs are available in this organisation?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

What sorts of technology do people use?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Write any other notes below.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
SHOULD I STAY OR SHOULD I GO?

When should I leave school?

1. What do I know that can help me make this decision?
   Assess the information you have and think about what you’ve learnt so far in this ACAP program.

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

2. What are my options? What are the alternatives?

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

3. What are the consequences? What will happen as a result of this decision?

   __________________________________________________________
   __________________________________________________________

4. Now make a decision.

   __________________________________________________________
   __________________________________________________________

5. Evaluate this decision. Is it a good decision?

   __________________________________________________________
   __________________________________________________________
DECISIONS DECISIONS...

Five decisions I’ve made today:

1.

2.

3.

4.

5.

Most important decision this year...
**CAN YOU SCORE A GOAL?**

1. Identify the goal.

   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

2. What are the steps in achieving the goal?

   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

3. What are the obstacles to achieving the goal?

   ______________________________________________________________________________
   ______________________________________________________________________________

4. Set yourself a deadline.

   ______________________________________________________________________________
   ______________________________________________________________________________

Let’s play Bingo

Draw four faces or write four words describing your hero.

Draw four faces or write four words describing you.
ME & JOBS, JOBS & ME

My Personality:

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

My Skills:

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

My Interests:

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
JOBS & SCHOOL

Jobs I am interested in:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

SCHOOL & JOBS

School subjects that relate to the jobs I am interested in:
________________________________________________
________________________________________________
________________________________________________
________________________________________________
________________________________________________
________________________________________________
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ACAP Worksheet 41
**Subject Score Card**

Give yourself a score out of 10 for each subject important to your career.

(10 is the highest, 1 is the lowest.)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
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</table>

Subject: ____________________________

Goal: ____________________________
What do I need to know about my career choice?

- Traineeships
- Pay
- Skills
- Abstudy
- Training
- Job opportunities
- TAFE courses for Aboriginal students
- What else?
- What else?
WHERE CAN I GET MORE INFORMATION ABOUT MY CAREER CHOICES?
WHERE CAN I LOOK FOR JOBS?

Write down ideas on where to find jobs.
WELCOME!

Today you have the opportunity to meet Aboriginal representatives from:

- Universities
- TAFE
- Business
- Employment agencies
- Government
- Employers
- AND MORE!

It is a chance for you to have your questions answered about finding a job, getting into training, obtaining government assistance and doing further study.

To make the most out of your day use these sheets to record information.

There is space for notes, comments and contacts.

You might want to write down your own goal for the day.

You might also want to write down the questions you have.

It’s up to you to decide how you want to use the day and it’s up to you to make the most of it.

And most importantly – have fun!
**What’s My Goal?**

In order to make the most of the day it’s a good idea to take a little time to work out what you want to achieve. Write a goal for the day in the space below. There are also some ideas on things to consider.

**Things to consider today:**

Decisions

How much training will I need to do?

What employment opportunities are there?

What subjects do I need to take to go to university?

Useful contacts

What will I get paid?

Who can help me with career planning?

Work or study?
QUESTIONS I WANT ANSWERED!

To help you remember, write all the things you want to find out today.
NOTES

WHAT I FOUND OUT:
WHAT DID YOU THINK?

To help us make events like this better in the future, please answer the questions below:

What did you like best?
__________________________________________________________________________
__________________________________________________________________________

What didn’t you like?
__________________________________________________________________________
__________________________________________________________________________

Did you find the information useful?
☐ Yes    ☐ No

Did you find out what you needed to?
☐ Yes    ☐ No

What could make the event better?

Suggestions:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

What score out of 10 would you give for the day? ________

Would you tell your friends about it?
☐ Yes    ☐ No
CASE STUDY
Pat’s Story

Pat lives in a small town in north-west New South Wales. Not many people have heard of the town but it is called Wandering. She has lived there all her life and likes living in the area. The first house she lived in was on a long winding road called River Road. She lived there with her family for the first six years of her life. In fact, Pat was born in that house on the ninth day of June, 1982.

When the house got too small, they all moved to another house closer to town. Pat has two brothers and three sisters. As well as the children and her Mum and Dad, her Mum’s sister lives in the house as her husband died a few years ago and all her children have moved to other parts of Australia.

They have been in the bigger house for eleven years and will probably be there for many more. The house is painted blue and has a small front yard and big back yard. The street is called Little Street and Pat’s house is number 4.

Pat first went to school at the local primary. It is called Wandering Primary School. Pat liked primary school and was the captain of her netball team. She also was a good swimmer and won many races at the school carnival. Her favourite teacher was Mr Smith. He taught her History. Pat did well in her History class and came third in the final exams in Year 6. She even got a certificate. Not all things were good at Wandering Primary School for Pat though. Pat hated Science and did not do very well. Her teacher, Ms Webb, even spoke to Pat’s mother about her poor performance.
Next Pat went to a school out of town. It is called West Wandering Secondary School. Pat is again doing very well at History there but Science is still her worst subject. Maths is her next most difficult subject but she is doing very well at English. Pat also chose the subject Geography. She is going quite well with this subject and her teacher Mr Lindsay has commented that her results have improved a lot in the last term.

On weekends Pat works at the Wandering Town Supermarket. The supermarket is owned by a local man who has lived in the town since he was seven years old — Mr Frost. Mr Frost is a good boss but quite strict. He says Pat may work some extra hours in the school holidays if she continues her good work. Mr Frost says that with Pat’s friendly demeanour she could go a long way in the supermarket if she wants. Pat’s not sure about this as she hopes to become an archaeologist or maybe a history teacher, but she thinks it’s nice Mr Frost says this anyway.

At the supermarket she works on the cash register from 9 am until 4 pm. Sometimes, when the usual supervisor is at lunch, she has to supervise the other staff working on the cash registers. This means she has to ensure that customers are not left waiting to be served for too long and that things run smoothly. Pat likes working on Saturdays as it gives her some money to buy things she likes such as books, CDs and fashion magazines. She is also saving up to go on a netball camp that she’s been asked to attend as a representative of her district. She is very keen to go so she’s happy to take extra work during the holidays. At the camp she will play lots of netball, learn new tactics and also learn more about how to be a good captain. Pat has also just started coaching a younger team of primary school girls with her friend Ellie. She hopes to learn more about coaching as well while at the camp.

Besides working on the weekends, Pat spends time with her friends and family, doing her homework and playing netball. Pat also helps her Mum by looking after her younger brothers and sisters. She doesn’t mind this too much but looks forward to when they get older and can look after themselves.
PAT’S RÉSUMÉ

Personal Details:

Name

Date of Birth

Address

Phone

Education:

School

Subjects

School

Subjects

Work History:

Date

Employer

Position

Skills:

Hobbies/Interests:

Personal Characteristics:

Referees:

Name

Address

Phone

Name

Address

Phone
MY CV WORKSHEET

Personal Details:

Name ____________________________________________
Date of Birth ____________________________________________
Address ____________________________________________
Phone ____________________________________________

Education:

School ____________________________________________
Subjects ____________________________________________

School ____________________________________________
Subjects ____________________________________________

Work History:

Date ____________________________________________
Employer ____________________________________________
Position ____________________________________________

Skills:

_____________________________________________________________________________________
_____________________________________________________________________________________

Hobbies/Interests:

_____________________________________________________________________________________

Personal Characteristics:

_____________________________________________________________________________________
_____________________________________________________________________________________

Referees:

Name ____________________________________________
Address ____________________________________________
Phone ____________________________________________

Name ____________________________________________
Address ____________________________________________
Phone ____________________________________________
SAMPLE CV

Joe Smith

Personal Information

Date of Birth: 9 July 1984
Address: 22 Blue Point Street, Kenandra, NSW, 2444
Ph: 02 94443377

Education

School: Kenandra High School (Year 11)
Subjects: Maths
         English
         Biology
         Geography
         Aboriginal Studies

Work Experience

Part-time Shop Assistant
Kenandra Hardware
(December 1999 – present)

Hobbies/Sports

Rugby League
Art
Music

Skills and Traits

Hard working
Team player
Friendly

Referees:

Mrs Jennifer Know
Manager – Kenandra Hardware
Ph: 02 94448543
TALKING THE TALK

Name four things that Charlie said you need when applying for a job.

1. ____________________________________________
   ______________________________________________

2. ____________________________________________
   ______________________________________________

3. ____________________________________________
   ______________________________________________

4. ____________________________________________
   ______________________________________________

Name two ways to find out more about the job.

1. ______________________________________________________________________________________

2. ______________________________________________________________________________________

Write down as many “tips” on writing the job application as you can think of.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
Write down as many “tips” on preparing for an interview as you can think of.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Name three things to remember about the interview.

1. ______________________________________________________________________________________
2. ______________________________________________________________________________________
3. ______________________________________________________________________________________

Any others?
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
What are some “tips” for preparing your CV/Résumé?

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Finish these sentences:

You should always ask __________ in an interview so they know you are ____________.

The more __________ you get at interviews, the better you become.

It may be difficult at first, but “__________” yourself to the interview panel.

__________ fidget at an interview.

__________ slouch — be proud and stand up straight at an interview.

Tell them you _____________ the job.

Stand in front of a _____________ and practice for an interview.

__________ give up!
PRACTISING COMMUNICATION TECHNIQUES

1. What is your favourite subject at school?

2. What hobbies do you have?

3. Tell me one thing you are really good at.

4. If you had to say something that you are not good at doing what would it be?

5. What would you like to do when you leave school?

6. If you could be anything in the world what would it be? Why?

7. Who do you admire most and why?

8. What is your biggest achievement?

9. Give me an example of when you thought you couldn't do something but you stuck at it and made it.

10. Tell me a bit more about yourself.
COMMUNICATION TECHNIQUES

Write down notes to help you remember good and bad points in communicating with others effectively.

Remember that there are verbal and non-verbal forms of communication — both are important!

<table>
<thead>
<tr>
<th>Positive</th>
<th>Negative</th>
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</table>
**SAMPLE INTERVIEW QUESTIONS**

1. Tell me a little bit more about yourself.

2. What do you think are your strengths?

3. Do you think you have any weaknesses?

4. Why do you want this job?

5. Give me an example of a time when you had a disagreement with someone but resolved the situation so both sides were happy. How did you resolve it?

6. What do you want to be doing in five years time?

7. What skills do you have that are relevant to this job?

8. What experience do you have to help you do this job?

9. Imagine it’s your first day on the job and someone asks you to do something, you aren’t sure what to do or how to do it — how would you handle the situation?

10. Do you have any questions?
SUMMARY SHEET – SUCCESSFULLY APPLYING FOR JOBS ...

RESEARCH

Tips:
● Call the organisation and see if they can give you an information pack for the job.
● Call the organisation and speak to the contact person (or someone who works there) and ask questions about the job, the organisation, the application process, etc.
● Do you know anyone who works for the organisation or uses its services? If you do, talk to them about it.
● Have a look on the Internet to see if the organisation has a website.

THE APPLICATION

Tips:
● Write a covering letter to say you are interested in the job and want to apply.
● Make sure you have an updated CV/Resume.
● Make sure you write a couple of pages (or as much as you can) addressing the essential selection criteria.
● Fill in the application form if there is one.
● Ensure your application is neat, tidy and has no mistakes. Check your spelling.
● Think about ALL your skills/experience. You can talk about paid and unpaid work as well as your interests/hobbies.
● Make sure you put in a couple of good referees. They may be people for whom you’ve done paid or unpaid work, or who know you through a sporting or other organisation, etc.
BE PREPARED

Tips:

● Don’t leave everything to the morning of an interview.
● Organise what you have to take the night before an interview.
● Know what you are going to wear and have it ready the night before an interview.
● Make sure you have enough time to get to the interview. Maybe you could go to the place a couple of days before so you know how to get there.
● Make sure you are on time and look good.

THE INTERVIEW

Tips:

● There will probably be a panel of two or three people doing the interview.
● Make sure you know your own application properly.
● Practise questions you think they might ask. You can do this with friends or family or looking in the mirror.
● Make sure you let them know you want the job.
● Make sure you say that you have the skills to do the job.
● Ask questions to show you are really interested in the job.
● Remember positive communication techniques and use them.
● You may have to do a written task or fill in some forms before the interview. Get there early so you are not rushed.
● Sell yourself!
● Relax and be calm.
● Remember: the more practice you get, the better you’ll be at interviews.
● Don’t fidget or slouch. Stand tall and proud!
● Talk to all of the panel. Try to make eye contact with all of them.
● Thank the panel/interviewer at the end for their time.
CAREERS SURVEY

We’re planning to run career education and training information activities for students. To assist us with planning and to make activities as useful for you as possible, please fill in the following survey.

(Note: you do not have to put your name on the survey if you don’t want to.)

Do you have a career goal?

☐ YES  ☐ NO

If your answer was yes, please write down your career goal:

__________________________________________________________________________________________

Would you like to find out more about work in any of the following areas?

(You can tick as many as you like.)

Sport/Recreation  Local Government
Food  Building & Construction
Arts/Entertainment  Automotive
Retail  Fisheries
Finance  Manufacturing
Own business  Communication/IT
Beauty  Government Sector
Transport  Law
Environmental  Metals/Engineering
Farming/Rural  Administration
Education  Police/Public Safety
Forestry  Defence Forces
Health/Community  Electric/Utilities

Other: ___________________________________________________________________________________

Who is your hero? ________________________________________________________________________

What are your hobbies/interests? ____________________________________________________________
__________________________________________________________________________________________
Would you like to work in a job using your hobbies/interests?

☐ YES  ☐ NO

When are you planning to leave school?

☐ Year 7  ☐ Year 9  ☐ Year 11
☐ Year 8  ☐ Year 10  ☐ Year 12
☐ Not Sure

Would you like to find out more about vocational programs at school?

☐ YES  ☐ NO

Do you know what services employment agencies provide?

☐ YES  ☐ NO

Would you like to find out about finding a job through employment agencies?

☐ YES  ☐ NO

Are you interested in finding out more about TAFE?

☐ YES  ☐ NO

Are you interested in finding out more about university?

☐ YES  ☐ NO

Are you interested in services provided by government agencies regarding employment, training, allowances, etc?

☐ YES  ☐ NO

What suggestions do you have?

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
ABORIGINAL PARENTS AND COMMUNITY CAREERS SURVEY

We are planning some activities for Aboriginal students to help them with making decisions about their careers, education and training. We’d like you to participate and to help us plan the activities. Please fill in the following survey. NOTE: This information is strictly confidential.

Do you think school is important for young people for getting a job in the future?

☐ Yes  ☐ No

At what age do you think young people should leave school?

☐ 13  ☐ 14

☐ 15  ☐ 16

☐ 17  ☐ Other ________________________________

What do you think students will do after they leave school?

☐ Get a job locally  ☐ Get a job outside the area

☐ CDEP  ☐ Get Job Search Allowance

☐ TAFE  ☐ Get other training/education

☐ University  ☐ Not sure

What are other young people in your family, or who you know, doing after leaving school?

☐ Working locally  ☐ Working outside the area

☐ CDEP  ☐ Job Search Allowance

☐ TAFE  ☐ Other training/education

☐ University  ☐ Other

Would you like more information about:

☐ TAFE  ☐ CDEP

☐ University  ☐ Other training/education

☐ Job Search Allowance  ☐ Job Network/employment

☐ School programs  ☐ Traineeships

☐ New Apprenticeships  ☐ Other______________________
Would you like to participate in school career and vocational education programs for Aboriginal students?

☐ Yes  ☐ No

If Yes, would you like to do any of the following:

☐ Be a mentor to a student
☐ Be a guest speaker
☐ Assist in the classroom
☐ Join an excursion
☐ Go to an overnight camp
☐ Become a Management Committee Member
☐ Other ____________________________________________

Please write your name and phone number below if you’d like to participate in the program:

Name: ____________________________________________
Phone: ____________________________________________

What things would you like schools to include in school career and vocational education programs:

☐ Writing Job Applications  ☐ Anti-discrimination Laws
☐ Job Interviews  ☐ Role Models
☐ TAFE  ☐ University
☐ CDEP  ☐ Job Search Allowance
☐ Other ____________________________________________

If there are there any other comments or information you’d like to provide, please write below or contact:

...........................................................................................................................................................

Comments

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________