ACAP WORKSHEETS
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**

<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>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
## Finding Job Advertisements

Paste your job advertisement here

Paste your job advertisement here

### Job Advertisement 1

<table>
<thead>
<tr>
<th>Skills</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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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>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MY JOB ADVERTISEMENT

Paste your advertisement here.

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>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</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:
__________________________________________________________________________________
__________________________________________________________________________________
**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.

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________
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
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>I'm going to finish my HSC and go to university to study Law</td>
<td></td>
</tr>
<tr>
<td>I am going to get a part-time job to save for the holiday to Uluru</td>
<td></td>
</tr>
<tr>
<td>I'm going to get my driver's licence when I'm the right age.</td>
<td></td>
</tr>
<tr>
<td>I am going to attend all my classes this week.</td>
<td></td>
</tr>
<tr>
<td>In four years I will be enrolled in the TAFE Certificate, Aboriginal Art &amp; Cultural Practices.</td>
<td></td>
</tr>
<tr>
<td>When I'm older I'm going to buy a sports car.</td>
<td></td>
</tr>
<tr>
<td>I am not going to raise my voice all day.</td>
<td></td>
</tr>
<tr>
<td>I am going to listen to every word my Science teacher says in class today.</td>
<td></td>
</tr>
<tr>
<td>This year I am going to be the highest scorer in the final Maths exam.</td>
<td></td>
</tr>
<tr>
<td>I want to be my own boss and employ people to do the work for me.</td>
<td></td>
</tr>
</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.
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
# WORDSHEET

## 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?
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
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

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
- What skills do you need for the job?
- What is the title of the position advertised?
- Circle in red the address to send the application
- 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

<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>
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<tr>
<td>2.</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
<td></td>
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<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>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<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>
<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>Name two places to find job advertisements.</td>
<td>You get 2 points for each place.</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What are your three best subjects?</td>
<td>You get 1 point for each subject.</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
<td></td>
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</tbody>
</table>
## Questions

<table>
<thead>
<tr>
<th>Questions</th>
<th>Scoring</th>
<th>Your Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name six steps in making a decision:</td>
<td>You get 2 points for each step and a bonus 5 if you can name all six.</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
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<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three careers I am interested in:</td>
<td>You get 2 points for each career and a bonus 5 if you can say why you are interested in them.</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>Why?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My most important decision ever was:</td>
<td>5 points.</td>
<td></td>
</tr>
<tr>
<td>The two subjects I need to improve on are:</td>
<td>You get 2 points for each subject.</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My goal for this year is:</td>
<td>You get 5 points for your goal for this year and 10 points for a long-term goal.</td>
<td></td>
</tr>
<tr>
<td>My long-term goal is:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My three best skills are:</td>
<td>You get 2 points for each skill.</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>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Goal for this year and long-term goal
Three best skills
Uh oh!
Finish

Three careers
Steps in making a decision

Your Aboriginal hero

What is a goal?

Two personal characteristics of your hero

What are your three best subjects?

Two places to find job ads

Who's got information on jobs?

Five skills you need to do the jobs you are interested in

Three parts of a job ad

What was your most important decision?

Two subjects that need improvement

Start

Finish

Ooops!