

Career Education Competencies

Career Education focuses on learning about the world of work and the place of work in society so that students can make informed decisions about their education, training and employment pathways.

The checklist below is not a comprehensive list, but has been developed as a guide. It has been adapted from the Australian Blueprint for Career Development, a national framework of career competencies and guidelines to help integrate and strengthen career development programs, which help Australians to better manage their lives, learning and work. For additional information on the framework visit www.dest.gov.au/blueprint/



The information and key learning areas identified in the checklist are quite broad. Like a school curriculum framework, the Australian Blueprint for Career Development aims to identify what skills, behaviours and attitudes will equip an individual for life as an adult in our society. Identifying these broad themes is only the first step in the learning process. The next step is to work out when, how and where an individual can learn different aspects of each skill.

Many of the learning areas listed in this section also appear in other sections of this resource. For example, skills listed under "Personal Management" are also identified in our "Social Networks and Life in the Community" section.

It is important not to leave these decisions to chance. Take an active role. Look over the checklist below and identify and prioritise which particular learning areas you might want to focus on this year. Bring this information to the Individual Learning Plan meeting and discuss strategies to provide/develop/identify concrete learning opportunities at school, home and in the community that will help develop these skills.

It may help to go through the questions in the "Making informed decisions about what to learn" section of this resource.

Career education is rarely taught as a separate subject these days. It is usually integrated into regular classes where a range of teaching strategies and lesson designs may be used to link subject content with career information and work-life skills. As such, it is important to take the time to do some forward planning.



Negotiating the Maze Life Domain Worksheet
 Work Skills & Career Competencies

Scary Questions

By the time _____ is _____ I/he/she will:

1. Possess the knowledge, skills and attitudes to enable me/him/her to find, apply for, secure, maintain and change jobs

Functional Skills Checklist

Goal	Current Skill Level*	Priority	Plan to start by	Notes (including target dates)
Personal Management: Develops a knowledge of self in relation to work	1 2 3 4 5 6			
<input type="checkbox"/> Identifies personal interests, skills, strengths, aspirations, characteristics etc.	1 2 3 4 5 6			
<input type="checkbox"/> Uses a variety of self-inventory tools - such as personality questionnaires, aptitude tests, and interest scales - to identify personal attributes and interests (e.g., skills, needs and wants, values)	1 2 3 4 5 6			
<input type="checkbox"/> Makes connections between the results from self-inventory tools and the individual's career and education interests and planning	1 2 3 4 5 6			
<input type="checkbox"/> Understands how our self-image has an impact on achieving our goals	1 2 3 4 5 6			
<input type="checkbox"/> Understands the importance of giving and receiving feedback	1 2 3 4 5 6			
<input type="checkbox"/> Understands and demonstrates effective interpersonal and group communication skills (teamwork skills)	1 2 3 4 5 6			

* Skill Level (circle current skill level)		
1 Cooperating: Accepting assistance	3 Consolidating: Practicing a skill	5 Transferred: Use a skill across situations
2 Beginning: Attempting a skill	4 Established: Consistently demonstrate a skill	6 Full Responsibility for using and maintaining an activity/ sequence

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<input type="checkbox"/> Expresses personal feelings, reactions and ideas in an appropriate manner	1 2 3 4 5 6			
<input type="checkbox"/> Demonstrates understanding about how our behaviours and those of other are inter-related	1 2 3 4 5 6			
<input type="checkbox"/> Identifies strategies to respond to with peer pressure, stress, solve interpersonal problems, express personal feelings, reactions and ideas in an appropriate manner	1 2 3 4 5 6			
<input type="checkbox"/> Understands that we change and grow throughout our lives (including our motivations and aspirations)	1 2 3 4 5 6			
<input type="checkbox"/> Applies strategies to adapt to change	1 2 3 4 5 6			
Learns about the world of work (paid and unpaid)	1 2 3 4 5 6			
<input type="checkbox"/> Understands the relationship between work, society and the economy	1 2 3 4 5 6			
<input type="checkbox"/> Understands and identifies reasons why people want or need to work	1 2 3 4 5 6			
<input type="checkbox"/> Recognises different types of work, work environments and related work conditions (including non-traditional life and work scenarios)	1 2 3 4 5 6			
<input type="checkbox"/> Identifies benefits that individuals and the community derive from work	1 2 3 4 5 6			

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<input type="checkbox"/> Identifies factors that effect availability of work/employment opportunities (location, economy, technology, business reorganisation, workplace reform, war, politics, environment - droughts, floods etc.)	1 2 3 4 5 6			
<input type="checkbox"/> Understands the relationship between education, training and employment opportunities and how this relates to choice of school subjects	1 2 3 4 5 6			
<input type="checkbox"/> Gathers information about further education, courses and programs	1 2 3 4 5 6			
<input type="checkbox"/> Locates, understands and uses career information.	1 2 3 4 5 6			
<input type="checkbox"/> Attends careers expos, job tasters/worksite visits	1 2 3 4 5 6			
<input type="checkbox"/> Undertakes workplace learning (job shadowing, job tasters, work-experience, worksite visits, try-a-trade days etc.)	1 2 3 4 5 6			
<input type="checkbox"/> Explores non-traditional life and work scenarios	1 2 3 4 5 6			
Employability Skills	1 2 3 4 5 6			
<input type="checkbox"/> Identifies and demonstrates employability skills - transferable skills:	1 2 3 4 5 6			
<input type="checkbox"/> Communication	1 2 3 4 5 6			
<input type="checkbox"/> Planning and organising	1 2 3 4 5 6			
<input type="checkbox"/> Teamwork	1 2 3 4 5 6			

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<input type="checkbox"/> Technology	1 2 3 4 5 6			
<input type="checkbox"/> Problem solving	1 2 3 4 5 6			
<input type="checkbox"/> Learning	1 2 3 4 5 6			
<input type="checkbox"/> Self management	1 2 3 4 5 6			
<input type="checkbox"/> Initiative and enterprise	1 2 3 4 5 6			
<input type="checkbox"/> Understands how skills and understandings developed and used in one work role are transferable to a range of life/work roles and occupations life/work opportunities	1 2 3 4 5 6			
<input type="checkbox"/> Identifies and demonstrates personal attributes that employers look for in an employee	1 2 3 4 5 6			
<input type="checkbox"/> Loyalty	1 2 3 4 5 6			
<input type="checkbox"/> Commitment	1 2 3 4 5 6			
<input type="checkbox"/> Honesty and integrity	1 2 3 4 5 6			
<input type="checkbox"/> Enthusiasm	1 2 3 4 5 6			
<input type="checkbox"/> Reliability	1 2 3 4 5 6			
<input type="checkbox"/> Personal presentation	1 2 3 4 5 6			
<input type="checkbox"/> Commonsense	1 2 3 4 5 6			

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<input type="checkbox"/> Positive self-esteem	1 2 3 4 5 6			
<input type="checkbox"/> Sense of humour	1 2 3 4 5 6			
<input type="checkbox"/> Balanced attitude to life and work	1 2 3 4 5 6			
<input type="checkbox"/> Ability to deal with pressure	1 2 3 4 5 6			
<input type="checkbox"/> Motivation	1 2 3 4 5 6			
<input type="checkbox"/> Adaptability	1 2 3 4 5 6			
Occupation Health and Safety in the workplace	1 2 3 4 5 6			
<input type="checkbox"/> Demonstrates knowledge of Occupation Health and Safety in the workplace	1 2 3 4 5 6			
<input type="checkbox"/> Gets help if something goes wrong	1 2 3 4 5 6			
<input type="checkbox"/> Maintains a safe work environment	1 2 3 4 5 6			
<input type="checkbox"/> Identifies rights of workers (safety, discrimination, wages and working conditions, unions)	1 2 3 4 5 6			
<input type="checkbox"/> Understands and follows workplace safety procedures	1 2 3 4 5 6			
<input type="checkbox"/> Keeps work area clean and tidy	1 2 3 4 5 6			
<input type="checkbox"/> Identifies and responds appropriately to hazards	1 2 3 4 5 6			
<input type="checkbox"/> Understands and follows safety guidelines	1 2 3 4 5 6			

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<input type="checkbox"/> Knows own abilities	1 2 3 4 5 6			
<input type="checkbox"/> Uses safety equipment and clothing	1 2 3 4 5 6			
Complaints and Management Issues	1 2 3 4 5 6			
<input type="checkbox"/> Identifies rights and responsibilities of workers (safety, discrimination, wages and working conditions, unions)	1 2 3 4 5 6			
<input type="checkbox"/> Identifies rights and responsibilities of employers (paying wages, occupational health and safety, superannuation and workers' compensation responsibilities)	1 2 3 4 5 6			
<input type="checkbox"/> Applies effective interpersonal/workplace communication strategies to manage, conflict resolution, complaint procedures	1 2 3 4 5 6			
<input type="checkbox"/> Understands and applies appropriate procedures and channels to lodge complaints	1 2 3 4 5 6			
<input type="checkbox"/> Develops appropriate strategies to respond to harassment in the workplace	1 2 3 4 5 6			
<input type="checkbox"/> Knows how to join and access a union	1 2 3 4 5 6			
<input type="checkbox"/> Responds appropriately to compliments and criticisms	1 2 3 4 5 6			
<input type="checkbox"/> Ask questions for clarifications	1 2 3 4 5 6			
<input type="checkbox"/> Seeks help from appropriate person(s) when it is needed	1 2 3 4 5 6			

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General Work Procedures and Ethic	1 2 3 4 5 6			
<input type="checkbox"/> Demonstrates knowledge about requirements to prepare for a work day (managing as a worker, arriving on time, calling in sick, work performance, following instructions, honesty, returning to work on time after breaks etc.)	1 2 3 4 5 6			
<input type="checkbox"/> Identifies things that enhance or impede productivity at work (appropriate workplace behaviour, personal attributes that employers look for in an employee)	1 2 3 4 5 6			
<input type="checkbox"/> Listens to and follows instructions and routines	1 2 3 4 5 6			
<input type="checkbox"/> Responds appropriately to supervision and instruction	1 2 3 4 5 6			
<input type="checkbox"/> Assists co-workers when required	1 2 3 4 5 6			
<input type="checkbox"/> Develops strategies for remembering instructions	1 2 3 4 5 6			
<input type="checkbox"/> Maintains equipment, tools, inventory	1 2 3 4 5 6			
<input type="checkbox"/> Maintains personal hygiene	1 2 3 4 5 6			
<input type="checkbox"/> Maintains appropriate behaviour	1 2 3 4 5 6			
<input type="checkbox"/> Adjusts to changes in routines	1 2 3 4 5 6			
<input type="checkbox"/> Works things out from a list or a plan	1 2 3 4 5 6			
<input type="checkbox"/> Works with minimal supervision	1 2 3 4 5 6			

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<input type="checkbox"/> Finishes one job before starting another	1 2 3 4 5 6			
<input type="checkbox"/> Continues working when other distraction are present and/or after interruptions	1 2 3 4 5 6			
<input type="checkbox"/> Attempts to find solutions to problems	1 2 3 4 5 6			
<input type="checkbox"/> Prepares and consumes food and drinks appropriately in a work setting	1 2 3 4 5 6			
<input type="checkbox"/> Sets up materials and tools for tasks	1 2 3 4 5 6			
<input type="checkbox"/> Works within a team	1 2 3 4 5 6			
<input type="checkbox"/> Works independently	1 2 3 4 5 6			
<input type="checkbox"/> Plans and organises work tasks	1 2 3 4 5 6			
<input type="checkbox"/> Completes learned tasks independently without prompting or assistance	1 2 3 4 5 6			
<input type="checkbox"/> Checks own work and corrects errors where possible	1 2 3 4 5 6			
<input type="checkbox"/> Accepts responsibility for own work	1 2 3 4 5 6			
<input type="checkbox"/> Maintains a positive work attitude	1 2 3 4 5 6			
<input type="checkbox"/> Gets to and from work independently (public transport, bike, car etc.)	1 2 3 4 5 6			
<input type="checkbox"/> Understands time (use a watch or clock)	1 2 3 4 5 6			

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<input type="checkbox"/> Dresses appropriately for work	1 2 3 4 5 6			
<input type="checkbox"/> Maintains basic personal hygiene	1 2 3 4 5 6			
<input type="checkbox"/> Takes responsibility for personal items	1 2 3 4 5 6			
Arrival at work	1 2 3 4 5 6			
<input type="checkbox"/> Travels independently to and from work (including time management skills so as to get to work on time)	1 2 3 4 5 6			
<input type="checkbox"/> Phones in and talks to your supervisor if they are sick, running late or cannot go to work	1 2 3 4 5 6			
<input type="checkbox"/> Selects, wears and maintains suitable clothes for work	1 2 3 4 5 6			
<input type="checkbox"/> Clocks in / fills in a timesheet	1 2 3 4 5 6			
<input type="checkbox"/> Follows routine to get started	1 2 3 4 5 6			
<input type="checkbox"/> Maintains appropriate behaviour across time	1 2 3 4 5 6			
<input type="checkbox"/> Takes a breaks at the appropriate time	1 2 3 4 5 6			
<input type="checkbox"/> Returns from breaks on time	1 2 3 4 5 6			
Implements career plans and transition pathway decisions	1 2 3 4 5 6			
<input type="checkbox"/> Makes career decisions and manages career transitions.	1 2 3 4 5 6			
<input type="checkbox"/> Identifies short-term and long-term work goals	1 2 3 4 5 6			

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Goal	Current Skill Level*	Priority	Plan to start by	Notes (including target dates)
<input type="checkbox"/> Develops an employment search strategy/plan	1 2 3 4 5 6			
<input type="checkbox"/> Describes and analyses the emotional stages individuals go through during transitions that are both planned and unplanned	1 2 3 4 5 6			
<input type="checkbox"/> Analyses how a range of transitions and changes might be planned for and managed	1 2 3 4 5 6			
<input type="checkbox"/> Practices interview skills	1 2 3 4 5 6			
<input type="checkbox"/> Prepares common answers for common interview questions	1 2 3 4 5 6			
<input type="checkbox"/> Describes appropriate follow-up techniques after an interview	1 2 3 4 5 6			
<input type="checkbox"/> Prepares resume	1 2 3 4 5 6			
<input type="checkbox"/> Develops, updates and maintains a skills portfolio	1 2 3 4 5 6			
<input type="checkbox"/> Locates job vacancy information	1 2 3 4 5 6			
<input type="checkbox"/> Develops a list of people that can expand their job search capacities (family members, neighbours, family friends, mentors etc.) and enlists their help	1 2 3 4 5 6			
<input type="checkbox"/> Prepares job application letters and forms	1 2 3 4 5 6			
<input type="checkbox"/> Applies for casual, part-time and summer jobs	1 2 3 4 5 6			
<input type="checkbox"/> Prepares disclosure of disability statement(s) and applies strategies to ensure that work opportunities are not limited due to stereotyping of disability	1 2 3 4 5 6			

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Goal	Current Skill Level*	Priority	Plan to start by	Notes (including target dates)
<input type="checkbox"/> Identifies and demonstrates strategies and responses to unsuccessful job applications	1 2 3 4 5 6			
<input type="checkbox"/> Identifies and demonstrates strategies and coping skills to manage transitions including unemployment	1 2 3 4 5 6			
<input type="checkbox"/> Develops money management skills	1 2 3 4 5 6			
<input type="checkbox"/> Identifies and uses time management and goal setting strategies	1 2 3 4 5 6			
Other	1 2 3 4 5 6			
	1 2 3 4 5 6			
	1 2 3 4 5 6			
	1 2 3 4 5 6			

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Work Skills & Career Competencies

Jobs to Explore

There many different types of work that might suit your interests and skills.
Consider exploring one of the following job options:

Abattoir worker	Craftsperson
Accounts clerk	Crèche assistant
Aerobics instructor	Curtain maker
Animal attendant	Dairy worker
Aquaculture technician	Data processing operator
Arborist assistant	Deck hand
Assembler	Delivery person
Audiovisual technician	Dental assistant
Auto-spare parts sales person	Dietary aide
Baggage handler	Dispensing assistant
Bakery Assistant	Domestic cleaner
Bar attendant	Domestic helper
Beauty therapist	Drinks waiter
Bicycle technician	Dry cleaner
Boiler attendant	Education aide
Bookmaker's clerk	Export/Import clerk
Bouncer	Factory worker
Bricklayer	Farm hand
Builder's labourer	Fast food sales assistant
Cake decorator	Fibre textile worker
Call centre operator	Fish farm hand
Canvas goods maker	Fitness instructor
Car detailer	Florist
Car park attendant	Flower grower
Carpet layer	Food process worker
Cashier	Food court cleaner
Caterer	Footwear worker
Checkout operator	Forest worker
Child care worker	Foundry worker
Cinema/Theatre candy bar person	Fruit and vegetable picker
Cinema/Theatre projectionist	Funeral assistant
Cinema/Theatre usher	Furniture maker
Cleaner	Furniture polisher
Clerk	Furniture removalist
Clothing and soft furnishing production worker	Gaming worker
Clothing patternmaker	Gardener
Computer service technician	General construction
Cook	Greenkeeper
Costing clerk	Home care worker
Costume maker	Hospitality Worker
Council worker	Hotel/motel front office clerk

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Work Skills & Career Competencies

In store demonstrator	Road crew worker
Inventory and supply officer	Sales assistant/representative
Irrigation installer	Sales demonstrator
Janitor	Salon assistant
Jeweller	Sandwich counter hand
Kiln operator	Scaffolder
Kitchen hand	Security officer
Laundry worker	Service station attendant
Library assistant	Shearer
Lifeguard	Shipping clerk
Meat worker	Soft furnishing maker
Metal fabricator	Spare parts sales person
Metal trades assistant	Stable hand
Milk deliverer	Taxi driver
Miner	Teacher's aide
Municipal worker	Telemarketer
Nanny	Textile machinist
Nursery worker	Textile retail assistant
Nursing assistant	Textile technician
Offset printer	Ticket seller
Painter and decorator	Tiler (wall and floor)
Painter's assistant	Timberyard worker
Panel beater	Toolmaker
Parking inspector	Tour guide
Pastry cook	Tourist information officer
Personal assistant	Toymaker
Pest and weed controller	Transport clerk
Pharmacy assistant	Truck offsider
Photographic processor	Tyre Fitter
Picture framer	Vehicle detailer
Plastics and composite fabricator	Vehicle painter / spray painter
Plumbing and irrigation fitter	Veterinary assistant
Postal employee	Waiter
Postal worker	Wall and flooring tiler
Press operator	Ward assistant
Presser	Warehousing / storeperson
Printing hand	Welder
Rail transport worker	Window cleaner
Receptionist	Winery worker
Residential care worker	Word processing operator
Rigger	