

**Senior Secondary Pathways
Student Workbook
for
Year 11
2015**

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
CAREER EXPLORATION	3
KNOW YOURSELF – Interests.....	4
KNOW YOURSELF- Skills.....	5
KNOW YOURSELF – Values.....	6
MORE ABOUT SKILLS – Choices.....	7
CAREER POSSIBILITIES.....	8
OCCUPATION VIDEOS	10
USING THE JOB GUIDE AND JOB CHART.....	11
MY FUTURE WEBSITE.....	11
VOCATIONAL EDUCATION AND TRAINING (VET) AT YOUR SCHOOL...	12
ENTRANCE REQUIREMENTS STATE TRAINING PROVIDERS (FORMERLY TAFE)	13
COURSE INFORMATION BY INDUSTRY AREA.....	14
ADMISSION TO STATE TRAINING PROVIDERS (TAFE)	16
APPRENTICESHIPS/TRAINEESHIPS	18
UNIVERSITIES.....	21
TISC: UNIVERSITY ADMISSION AND THE ATAR	21
RESEARCH ON UNIVERSITY ADMISSION	23
WESTERN AUSTRALIAN CERTIFICATE OF EDUCATION (WACE).....	24
Course Selection Questions	25
Pre-selection of courses for Year 11, 2015	26

CAREER EXPLORATION

Use the **Training WA Career Centre website** to start your career exploration.

Go to: www.careercentre.dtwd.wa.gov.au/toolsandresources



Go to the top of the page. There is a link called **create account** where you can create your own login and save results from your exploration.

Complete the sections with an asterisk *.

Make sure you **remember your login name and password** as you will need these to log on later to view your saved information.

Once you receive confirmation back from the website, you can get started.

Click on the **Tools and Resources link** at the top right hand side of the page to start your investigation.

KNOW YOURSELF – Interests

Start your journey exploring things that interest you. Click on the icon **Interest Inventory**

In this section:

Where do I start

Clarify what you know about yourself, your job interests and your decision making. This tool will give you helpful feedback on where to begin in your new career journey.

Interest's inventory

Identifying the types of work you are interested and focus your career planning on the areas of work most satisfying for you.

Skills card sort

Save a list of the employability skills you already have and those that you may wish to improve to start to build your own skills profile.

Values card sort

Clarify your values, save your results in your career profile page and use them to assist you with your decision-making.

My work-life snapshot

Reflect on your current work and life priorities and use this information to help you make your next positive career decision.

Job search guide

Use the hints and tips included in this practical guide to prepare for and conduct a successful job search.

Choices

Are there too many for you? Try this short simple program that will help you find out and rank your preferences in areas of work.

Hands On

Are you most interested in hands on, practical or technical work? Hands On gives you a range of job options to explore in trades and technical industry areas.

Resume builder

Need help putting your resume together? Set up an account, enter all of your details, create your individual resume and save to your account or print a copy.

Read the information and complete the activity by moving the slider. Here are some questions you will be asked.

Rate how much each of these interests appeal to you by moving the slider next to each one

You are interested in caring for and assisting others

Not at allA littleQuiteVery

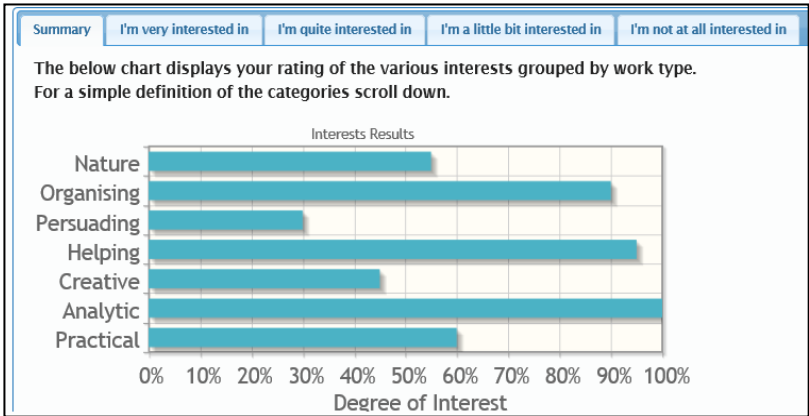
You are interested in working with plants and/or animals

Not at allA littleQuiteVery

You are interested in detail and administrative tasks

Not at allA littleQuiteVery

You will get results like the one below:



You can try again if you are not happy with your first go. Remember to **save** your results.

Look at your results and choose your highest scoring **interest or type of work** group.

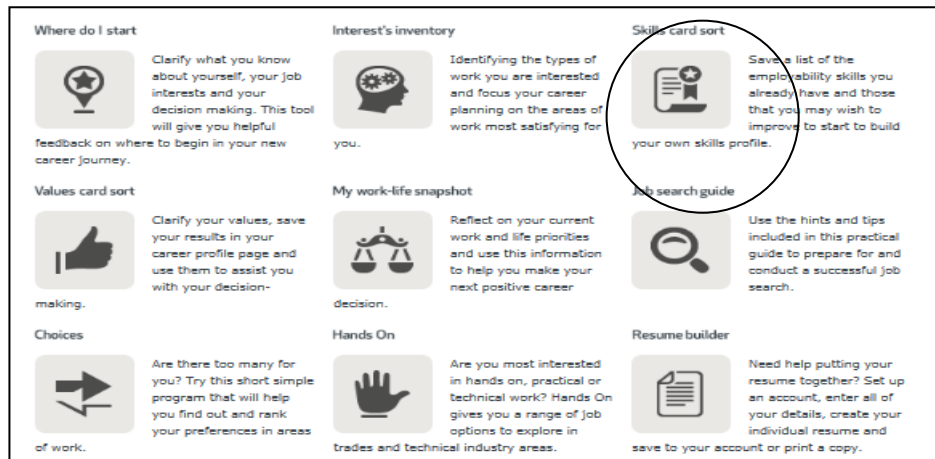
Your main interest group is: _____

We will look at this **interest area or type of work category** in more detail later.

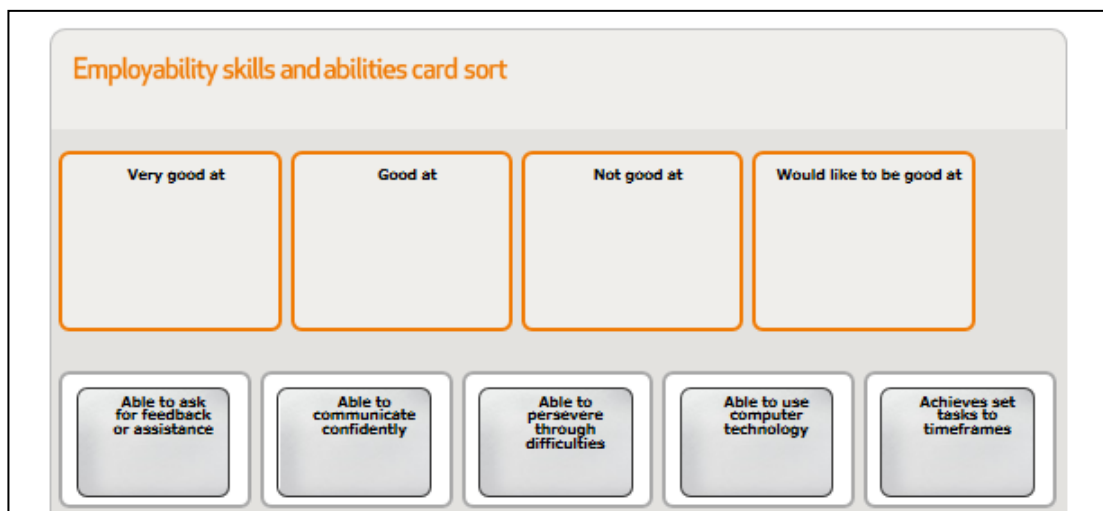
KNOW YOURSELF- Skills

For this activity we will focus on the skills you already have.

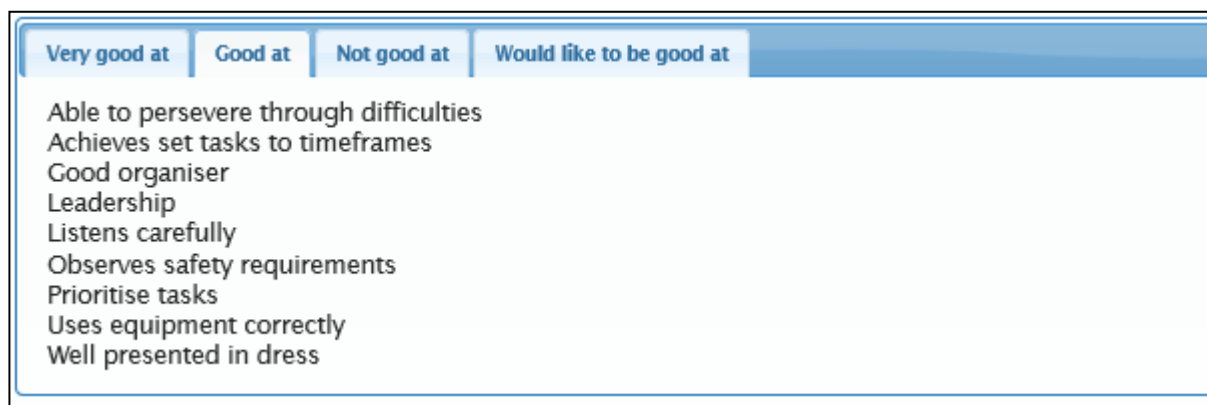
Log on to the Career Centre website and click on the **Tools and Resources** link.
Click on the **Skills card sort** icon.



Look at each skill and drag to one of the four areas.



You will get results like the one below.



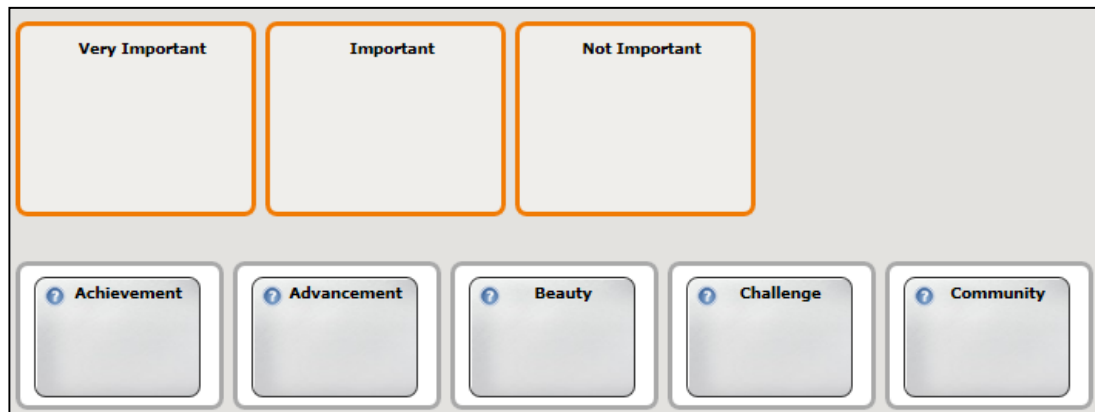
Save your results.

KNOW YOURSELF – Values

For this activity we will focus on the values you think are important.

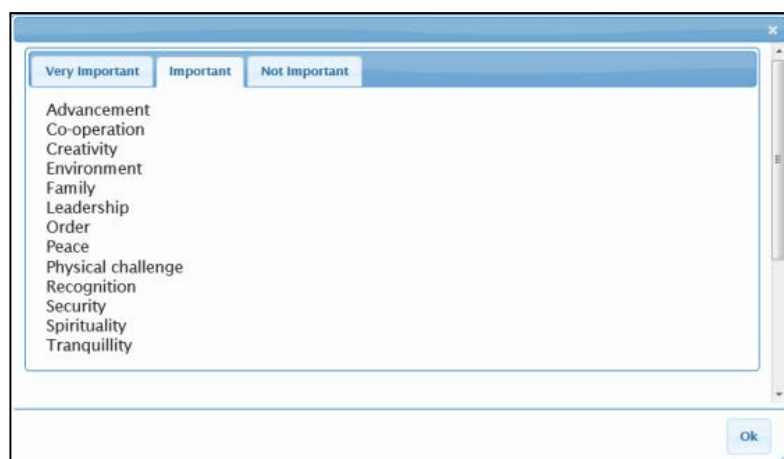
Log on to the Career Centre website and click on the **Tools and Resources** link.

Click on the **Values card sort** icon and complete the activity.



The interface for a values card sort activity. It features three large boxes at the top for sorting: 'Very Important', 'Important', and 'Not Important'. Below these are five cards, each with a question mark icon and a value: 'Achievement', 'Advancement', 'Beauty', 'Challenge', and 'Community'.

You will get results like the one below.



A screenshot of a software window showing the results of a values card sort. The window has a title bar and a close button. Inside, there are three tabs: 'Very Important', 'Important', and 'Not Important'. The 'Very Important' tab is selected, showing a list of values: Advancement, Co-operation, Creativity, Environment, Family, Leadership, Order, Peace, Physical challenge, Recognition, Security, Spirituality, and Tranquillity. An 'Ok' button is located at the bottom right of the window.

Save your results

We shall explore some of the other tools later.

MORE ABOUT SKILLS – Choices

Return to the **Tool and Resources** page.

Click on the **choices** icon to explore areas of interest.

This Choices program will help you to make connections between the skills you like using or want to learn and the areas of work that interest you.

Read the information and click on the orange button to commence.

On each page tick the **skills** box, the **job** box and then **rate** your interest and click on the arrow to move on.

You will end up with a report like the one below:

Career Centre - My Choices

I'm Very Interested In

I'm Quite Interested In

I'm Not Really Interested In

Industry	Skills	Jobs	
Working with People	Helping	Community worker	Read Profile
	Advising	Social worker	Read Profile
	Counselling	Teacher	Read Profile
	Teaching	Counsellor	Read Profile
	Interviewing		Watch Video
Social Sciences & Planning	Recording		
	Compiling data	Psychologist	Read Profile
	Researching		
	Analysing		
	Interpreting		
	Testing		
	Reporting		

Well done!

From your choices you have determined your level of interest in the below areas. Just select the tab to see each list. From here you can look into each occupation in more detail, watch videos about those jobs and either save the occupation or the whole report!

Use this report

- to ask about courses at universities, state training providers and private registered training organisations;
- to take to your school or tertiary careers advisor or workforce development centre; or
- to continue your own research about the jobs involved.

This report will give you information about the occupations that interest you.

Save your results.

Read all about a job by clicking on **Read Profile**.

Some of these links will take you to a new website called **My Future**. <http://www.myfuture.edu.au/>

Spend some time researching these occupations.

CAREER POSSIBILITIES

So far you have explored occupations based on your interests and values.

We will now focus on your:

- Knowledge
- Skills
- Attributes

Go to the **Career Centre** website:

<http://www.careercentre.dtwd.wa.gov.au>

Log in using your details so the information can be saved.

Click on the main tab **Occupations** at the top of the page.

On the left hand side click on the **Career possibility generator**.

You will bring up a screen like the one below.



Take your time and think carefully about the boxes you check under **knowledge**.

The more accurate you are the better your results will be.

Try not to rush. Check on any words you don't understand.

(Remember you can re do the **career possibility generator** again at any stage.)

Now work through **all the screens** for skills section.

KnowledgeSkillsAttributes #1Attributes #2Attributes #3

Personal skills

Select all skills that you believe apply

I have:

☐ Strong communication skills

☐ Good negotiation skills

☐ Problem solving skills

☐ Excellent organisational skills

☐ To be able to identify, analyse and solve problems

☐ Ability to motivate and lead

☐ Technical and practical skills

☐ Computer skills

☐ Lateral thinking skills

☐ Good driving skills

☐ Effective research skills

☐ Excellent interpersonal skills

☐ Ability to articulate concepts to others

☐ Customer service skills

☐ Good time management skills

Clear

> Next

And finally work through your attributes. There are 3 screens of attributes.

KnowledgeSkillsAttributes #1Attributes #2Attributes #3

Personal attributes

Select all attributes that you believe apply

I have:

☐ Ability to work independently

☐ Ability to work in a team

☐ Attention to detail

☐ Discretion

☐ Good concentration and mental stamina

☐ To be compassionate

☐ To be good with their hands

☐ To be patient and tactful

☐ Creativity and imagination

☐ Able to work under pressure

☐ Able to absorb and analyse information

☐ Ability to take responsibility for the safety of others

☐ Patience and professionalism

☐ Be physically fit

☐ Ability to make accurate and detailed observations

☐ Ability to follow orders

☐ Willingness to travel for work

☐ To be over 18 years of age

☐ To be an Australian citizen or permanent resident

☐ Good hand eye coordination

☐ To be responsible and trustworthy

☐ A good memory

☐ Ability to gain confidence of others

Clear

> Next

Doorperson or luggage porter

Market research analyst

Tourist information officer

Immigration officer

Delivery driver

Cardiologist

Sales representative

Solicitor

Paediatrician

Civil engineering draftsman

Locksmith

Police officer

Auditor

Civil engineer

Office manager

Psychiatrist

General medical practitioner

Legal secretary

Youth worker

Economist

Waiter

Pathologist

Microbiologist

Health promotion officer

Medical laboratory scientist

Hairdresser

Personal assistant

Marketing specialist

Migration agent (Aus)

Optometrist

Intelligence officer

Records manager

Medical oncologist

Psychologist

Nanny

Cook

Ophthalmologist

Orthoptist

Private investigator

Construction project manager

Social worker

Registered nurse (community health)

Civil engineering technician

Systems analyst

You will end up with a cloud of occupations.

Click on **Save My Cloud** in the bottom right hand corner of the cloud.

Look at the **occupations** listed in your cloud.

List the four occupations from the list that **appeal** to you the most.

List four occupations from the list where you will need to do **further research**.

For each of the occupations you have listed find out more by searching **occupations A-Z**.

www.careercentre.dtwd.wa.gov.au/OccupationsA-Z

For each occupation you research you can print the information.

OCCUPATION VIDEOS

Click on the **Occupations tab** at the top of the page.

Click on the **occupation videos link** on the side bar.

There are about 80 occupation videos you can view.

They are in alphabetical order and include:

- Beauty therapist
- Events manager
- Sports development officer

View a video of an occupation that interests you and list 3 key messages about the occupation.

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USING THE JOB GUIDE AND JOB CHART

The **Job Guide** has been developed by the Australian Government and is written mainly for Year 10 students. It has a wealth of information just like the Career Centre website.

Go back to your results of your highest scoring **interest area or type of work** group. (p4)

Your main interest group was: _____

Explore a wide range of occupations that match this **best interest area** using the **Job Chart** on the Job Guide website.

Here is the website: www.jobguide.thegoodguides.com.au/Building-your-career/Jobs-Chart

For each occupation a **skill level from 1 to 5** is listed.
Read through these levels.

Scroll down towards the bottom of the page to view the types of occupations in your **interest area**.

Click on the link to find out more information about each occupation.

Choose **three** occupations that you find interesting.

In the chart below list some **tasks** you may perform and the type of **education and training** that you may have to do in each of the occupations.

	Title	Tasks	Education and Training
Occupation 1			
Occupation 2			
Occupation 3			

MY FUTURE WEBSITE

You can find more information about occupations on another website called:

My Future: <http://www.myfuture.edu.au/>

There are **occupation videos** on this website as well. Some of the occupation videos are available on You Tube for viewing.

There is a mini career explorer and some emerging occupation videos to view.

The **explore career** quick link on the bottom of the main page will link you to both industry and occupation searches.

VOCATIONAL EDUCATION AND TRAINING (VET) AT YOUR SCHOOL

- **Certificate courses**

Find out about certificates that are offered at your school.
(The VET coordinator at your school can help you.)

If your school has many certificates just list **three** that you are interested in.

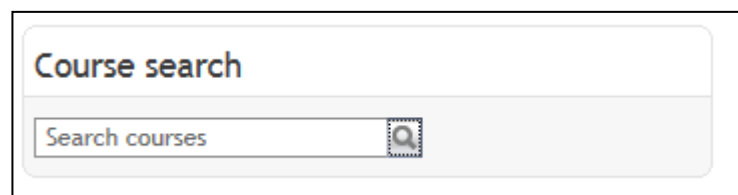
Certificate I or Certificate II	Certificate III or higher

Which certificate is your first preference?

- **Training through public and private training providers**

Information about courses can be found on the **Training WA website**
www.trainingwa.wa.gov.au/trainingcourses

Scroll down the page to the **course search tab**.



When searching for a course, type in **key industry words** like 'hairdressing,' 'business', 'construction' or 'mechanic.'

Click on the **title of a course** eg Certificate II Hairdressing to find out entrance requirements, location and employment opportunities.

Research an **industry area** that interests you and find out the **entrance requirements**.

	Name of qualification	Entrance requirements
Certificate II		
Certificate III		
Certificate IV		

ENTRANCE REQUIREMENTS STATE TRAINING PROVIDERS (FORMERLY TAFE)

Entry to any of the State Training Providers is quite different from University Admissions.

When you search online the term TAFE is often used. Just remember State Training Providers and TAFE colleges **are the same**.

Below is a section of the website.

TAFE colleges

Funded by the Government, there are more than 50 campuses across the State managed by 10 TAFE colleges; there are four in and around Perth, and six in regional areas stretching from Albany in the south to Wyndham in the north. The Vocational Training and Education Centre (VTEC) also offer training options in Kalgoorlie and Esperance.

All TAFE colleges offer a range of courses and you can study full-time or part-time. Some smaller campuses only offer part-time and evening classes.

TAFE is a popular choice for many people with more than 120,000 people studying at campuses across the State.

On this web site you can [search the courses](#) offered by TAFE colleges.

You found out information about training courses in your area of interest in the previous activity.

We are investigating more about the course entry requirements.

Go to the Training WA website: www.trainingwa.wa.gov.au/trainingcourses

Go to the course search tab and type in an industry term in an occupation that interests you.

eg 'Business' or 'Hairdressing'

Now find details about a specific course (eg Certificate II in Business)

Course Title _____

At which campus is the course is available?

Information about the course:

Entrance requirements:

Employment opportunities:

Further study:

COURSE INFORMATION BY INDUSTRY AREA

Go to the Training website again at:

<http://www.trainingwa.wa.gov.au/trainingcourses>

When you were exploring specific course information (like for the Certificate IV in Business) the screen displayed a box like this one.

A similar box is shown for every course.

Follow these quick steps:

Put **Business** into the **course search** tab on the right.

Click on **Certificate IV in Business**.

Now you will see the box.

Look for the section **Download the Full Time Study Guide** at the bottom of the screen.

Click on **download**.

The document has 199 pages so the download may take some time.

Do **NOT** print the guide but scroll through the pages.
















Courses are listed in alphabetical order under the following headings:





- Arts and Entertainment
- Automotive
- Banking ,Finance, Insurance and Property Services
- Bridging, Entry and first steps back to learning
- Building and Construction
- Business and Management
- Clothing, Textiles, Footwear and Furnishings
- Community Services, Health and Education
- Computing and Information Technology
- Electrical, Electronics, Refrigeration and Air Conditioning
- Food Processing
- Hospitality, Travel and Tourism
- Languages
- Primary Industries
- Science, Technology and Process Manufacturing
- Sport and Recreation
- Transport and Logistics

Within each industry area there are also sub sections showing occupations.


Duration:
1 semester (515hrs)


Locations


Broome Campus	 	APPLY
Derby Campus	 	APPLY
Fitzroy Crossing Campus	 	APPLY
Fremantle Campus		APPLY
Geraldton Campus		
Halls Creek Campus	 	APPLY
Kununurra Campus	 	APPLY
Perth Campus	 	APPLY


 Full time Study
 Part time Study
 Online Study
 Flexible Study

*Select a location for college specific information about this course

 **Print this course**

 **Download the Full-Time Studies Guide**

 **Contact us on (08) 9224 6560**

 **Skills Calculator**

Scroll through and find an **industry area** that interests you.

What is the industry area?

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For each course list some key facts about the course. Print the **relevant pages** if you are able to.
DO NOT print all the pages.

You should be able to find out:

- At what campus the course is available
- Information about the course
- Employment opportunities
- Entrance requirements
- Further study

Course 1

Course 2

ADMISSION TO STATE TRAINING PROVIDERS (TAFE)

Now we will explore the steps required for training admissions:

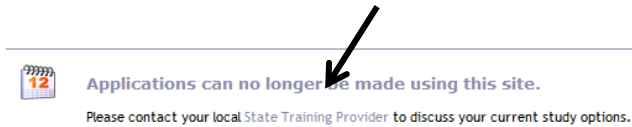
Go to the Training Courses website.
www.trainingwa.wa.gov.au/trainingcourses

Click on the link to **TAFE admissions**. 

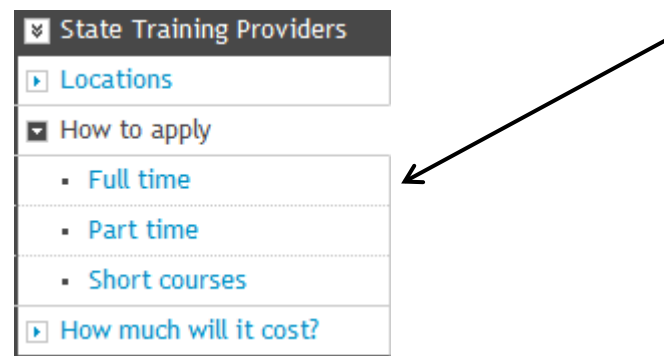
TAFE or State Provider admissions have many different paths to follow. This activity will just look at a few:

Click on the link **State Training Provider** as indicated below

- ▶ Choosing a training course
- ▶ Choosing a training provider
- ▶ TAFE admissions
- ▶ For employers



Go to the box on the **Left hand** side. Click on the **How to apply - Full-time TAFE**



Click on **Entrance requirements for full time study**.

Scroll down the page to read all the information.

In your own words explain how to get into training.

Click on the **Locations** link under State Training Providers than on to **Institute List** to bring up the list below. This is a list of all the State Training Providers. Explore each of their websites for details on courses and enrolments.

[Map](#) [Institute list](#) [Campus list](#)

Institute	Location	Phone
Central Institute of Technology	Visit website	Show campuses
Challenger Institute of Technology	Visit website	Show campuses
C.Y. O'Connor Institute	Visit website	Show campuses
Durack Institute of Technology	Visit website	Show campuses
Great Southern Institute of Technology	Visit website	Show campuses
Kimberley Training Institute	Visit website	Show campuses
Pilbara Institute	Visit website	Show campuses
Polytechnic West	Visit website	Show campuses
South West Institute of Technology	Visit website	Show campuses
Goldfields Institute of Technology	Visit website	Show campuses
West Coast Institute of Training	Visit website	Show campuses

In your own words outline what are the steps in the application process for some of the above State Training Providers.

APPRENTICESHIPS/TRAINEESHIPS

We are now going to investigate the following:

- Apprenticeships/traineeships
- Getting an Apprenticeship/traineeship
- Being prepared
- Finding an employer
- Starting your apprenticeship/traineeship
- Contacts

This is a copy of the front page of a brochure you can download or obtain from school which will also provide valuable information.



Go to the Training WA Apprenticentre website at:

<http://www.trainingwa.wa.gov.au/apprenticentre/detcms/portal/>

Click on the **How to become an apprentice, trainee or cadet** on the right hand side tool bar.

(The links on the left hand side will now help you with your research.)

Questions

What is the main difference between an apprentice and a trainee?

List three expectations you should have from your employer regarding training.

What can an apprentice or trainee expect to be paid?

List three expectations of apprentices and trainees.

List three **apprenticeships** that interest you.

List three **traineeships** that interest you.

List four ways to find an employer.

List four interesting facts about school based trainees or apprenticeships.

Key messages learnt?

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UNIVERSITIES

All universities in WA have handbooks and information online.

Websites:

- Curtin University www.curtin.edu.au
- Edith Cowan University www.ecu.edu.au/future-students/overview
- Murdoch University www.murdoch.edu.au
- University of Notre Dame www.nd.edu.au
- University of Western Australia www.uwa.edu.au

TISC: UNIVERSITY ADMISSION AND THE ATAR

University admission to the four public universities is processed through TISC.

To explore the Tertiary Institutions Service Centre (TISC) website.

Log on to: www.tisc.edu.au

The tabs on the left hand side will direct you to all the key information:

Home/Latest News
TISC Calendar
Course Search
University Admissions
Publications, Reports and Statistics
About ATAR
Graduate Diploma in Education
STAT
WAUFP
Downloads and Forums

Your school will provide you with the latest copy of the **University Admission requirements**. This is also available on the TISC website at:

www.tisc.edu.au/static/guide/admission-reg-sleaver.tisc

Click on the **University Admissions** tab.

What are the entry requirements for public university admissions for school leavers?

Now use the tabs on the home page to navigate to the ATAR section of the site. The main topics you can explore are shown below:

Australian Tertiary Admission Rank

What is an ATAR?

Who gets an ATAR?

What is the LOTE bonus and Selection Rank?

How do I find out my ATAR?

So what are the advantages of the ATAR?

ATAR Calculator

2013 TEA/ATAR summary table

ATAR frequency tables

Australian 2013 Year 12 results comparison table

Tertiary Entrance Aggregate (TEA)

What is a TEA?

What is an ATAR?

Who needs an ATAR?

RESEARCH ON UNIVERSITY ADMISSION

In the box provided, write down the universities you have chosen, the courses you have chosen, and the minimum ATAR needed for admission to those courses.

Check on the TISC website for any prerequisites.

University: Course 1	University: Course 1
Course 2	Course 2

WESTERN AUSTRALIAN CERTIFICATE OF EDUCATION (WACE)

The Western Australian Certificate of Education (WACE) is awarded to secondary school students who satisfy the requirements.

WACE Requirements for 2015-2016

To achieve a WACE, a student must satisfy the following:

General requirements

- demonstrate a minimum standard of literacy and a minimum standard of numeracy based on the skills regarded as essential for individuals to meet the demands of everyday life and work in a knowledge-based economy
- complete a minimum of 20 units or equivalents as described below
- complete four or more Year 12 ATAR courses or complete a Certificate II or higher.

Breadth and depth

Students will complete a minimum of 20 course units or the equivalent. This requirement must include at least:

- a minimum of 10 Year 12 units or the equivalent
- two completed Year 11 English units and one pair of completed Year 12 English units
- one pair of Year 12 course units from each of List A (arts/English/languages/social sciences) and

List B (mathematics/science/technology).

Achievement standard

Students will be required to achieve 14 C grades (or equivalents, see below) in Year 11 and Year 12 units, including at least six C grades in Year 12 units (or equivalents).

Unit equivalence can be obtained through VET programs and/or endorsed programs. The maximum unit equivalence available through these programs is eight units – four Year 11 units and four Year 12 units.

Students may obtain unit equivalence as follows:

- up to eight unit equivalents through completion of VET programs, **or**
- up to four unit equivalents through completion of endorsed programs, **or**
- up to eight unit equivalents through a combination of VET and endorsed programs, but with endorsed programs contributing no more than four unit equivalents.

The amount of unit equivalence allocated to VET and endorsed programs is as follows:

- VET qualifications
 - Certificate I is equivalent to two Year 11 units
 - Certificate II is equivalent to two Year 11 and two Year 12 units
 - Certificate III or higher is equivalent to two Year 11 and four Year 12 units
- Endorsed programs – unit equivalence is identified on the Authority's approved list of endorsed programs.

Course Selection Questions

1. Will you get all of your courses? What happens if you don't?
2. Can you change any of your initial choices before the beginning of the Year 11?
3. Are there any restrictions?
4. What are your alternatives during Year 11 if a course is too difficult?
5. What issues should be considered?
6. Can you change courses during Year 11? What are the deadlines for changes?
7. Is university entry or State Training Provider entry affected by Year 11 results? _____
8. How is the WACE affected by Year 11 results?
9. Does your school assessment count towards an ATAR? _____
10. What are the main differences between Year 10 and Year 11?
11. What restrictions are there on changing your courses for Year 12?

Pre-selection of courses for Year 11, 2015

Create a selection of courses that you might consider for Year 11.

Step 1: Read through the **Information Handbook** to see what courses are being offered.

Step 2: Highlight courses that interest you or you would like to study in Year 11.

Step 3: Talk to your current teachers to gain their thoughts on your possible choices.

Year 11, 2015	
<u>Selection from List A</u>	<u>Selection from List B</u>
<u>Two Reserves from List A</u>	<u>Two Reserves from List B</u>
ATAR or VET pathway?	
If VET, what certificate/s are you interested in?	