

DESIGN MY CAREER

MY CAREER EXPLORATION – GLOSSARY OF TERMS

Apprenticeship

An apprenticeship or traineeship is a contract between an employer and an employee where the apprentice or trainee learns the skills needed for a particular job. An apprenticeship allows the student to:

- learn valuable, nationally recognised job skills
 - get paid while learning
 - combine formal training from a TAFE or training provider with workplace-based training
- For more information please see - <https://www.education.vic.gov.au/training/learners/apprentices/Pages/what.aspx>

Australian Qualifications Framework (AQF)

The AQF is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

- For more information see – <https://www.aqf.edu.au/sites/aqf/files/aqf-2nd-edition-january-2013.pdf>

Career

A lifestyle concept that involves work, learning and leisure activities across the lifespan. Careers are dynamic, unique to each person, and involve balancing paid and unpaid work and personal life roles.

- For more information see – <https://cica.org.au/wp-content/uploads/Professional-Standards-for-Australian-Career-Development-Practitioners-2019.pdf>

Career Education

Career education is a carefully planned program of learning experiences — in education, training and workplace settings. It helps students make informed decisions about courses and careers, see the connection between school and future careers and gives them skills and knowledge to effectively navigate multiple and complex careers throughout life.

Career Information

Occupational and industry information, education and training information and social information related to the world of work sourced from resources such as computer-based career information delivery systems, the Internet, print and media materials, informational interviews, and workplace speakers.

- For more information see – <https://cica.org.au/wp-content/uploads/Professional-Standards-for-Australian-Career-Development-Practitioners-2019.pdf>

Career Management Skills

The knowledge, skills and behaviours required by all citizens to manage and develop their learning and employment across their working lives. These skills include gathering, analysing, synthesising and organising self, educational and occupational information as well as the skills for making and implementing career decisions and transitions.

- For more information see – <https://cica.org.au/wp-content/uploads/Professional-Standards-for-Australian-Career-Development-Practitioners-2019.pdf>

Competency

The ability to perform tasks and duties to the standard expected in employment.

- For more information please see – <https://cica.org.au/wp-content/uploads/Professional-Standards-for-Australian-Career-Development-Practitioners-2019.pdf>

Core Skills for Work Developmental Framework

The Core Skills for Work Developmental Framework describes a set of non-technical skills, knowledge and understandings that underpin successful participation in work. These skills are often referred to as employability or generic skills.

- For more information see - <https://www.education.gov.au/australian-core-skills-framework>

Employability Skills

Generic skills and attributes that are required to gain employment and may be transferred from one situation to another.

- For more information see – <https://cica.org.au/wp-content/uploads/Professional-Standards-for-Australian-Career-Development-Practitioners-2019.pdf>

Employment

Employment is the relationship between an employee and employer where an employee performs work at the employer's direction in exchange for payment.

- For further information see - <https://www.fairwork.gov.au/>

Entry-level Training

Training undertaken to enter the workforce or further learning.

- For more information see – <https://cica.org.au/wp-content/uploads/Professional-Standards-for-Australian-Career-Development-Practitioners-2019.pdf>

Evaluation

The process or results of an assessment or appraisal in relation to stated objectives, standards, or criteria.

- For more information see – <https://cica.org.au/wp-content/uploads/Professional-Standards-for-Australian-Career-Development-Practitioners-2019.pdf>

Foundation Skills

Foundation skills is a category of training which is designed to provide basic job-ready skills including language, literacy and basic computer skills. This category includes specific courses in Certificates I, II, III and IV.

- For more information see - <https://www.skills.vic.gov.au/victorianskillsgateway/Parents/Pages/Explaining-terms.aspx>

Head Start apprenticeships and traineeships

Head Start is a new apprenticeship and traineeship pathways for secondary students which focuses on flexible delivery of VCAL and VCE, to help maximize time on the job, and with a strong focus on literacy and numeracy; quality training delivered in a way that is aligned with time on the job, to support achievement of competencies; and maximized time in employment, with time on the job increasing each year to support genuine progression through the apprenticeship or traineeship.

- For more information see - <https://www.education.vic.gov.au/about/programs/Pages/headstart.aspx>

Higher Education

Australia's higher education system is made up of universities and other institutions that play a critical role in fueling innovation, driving productivity and giving students the skills they need for future success. It is usually postsecondary education leading to a bachelor's degree or higher.

- For further information see - <https://www.education.gov.au/higher-education-0>

Job

A job is the work a person does to earn money.

- For more information see – <https://cica.org.au/wp-content/uploads/Professional-Standards-for-Australian-Career-Development-Practitioners-2019.pdf>

Labour Market

The market in which employers look and compete for workers and in which workers look and compete for employment.

- For more information see – <https://cica.org.au/wp-content/uploads/Professional-Standards-for-Australian-Career-Development-Practitioners-2019.pdf>

Labour Market Information

Labour market information includes all quantitative or qualitative data and analysis related to employment and the workforce.

- For more information see – <https://cica.org.au/wp-content/uploads/Professional-Standards-for-Australian-Career-Development-Practitioners-2019.pdf>

Lifelong learning

Purposeful learning activity undertaken on an ongoing basis to improve knowledge, skills and competence through education, training, work and general life experience.

- For more information see – <https://cica.org.au/wp-content/uploads/Professional-Standards-for-Australian-Career-Development-Practitioners-2019.pdf>

Qualification

Certification awarded to a person on successful completion of a course in recognition of having achieved particular knowledge, skills or competencies.

- For more information see – <https://cica.org.au/wp-content/uploads/Professional-Standards-for-Australian-Career-Development-Practitioners-2019.pdf>

School-based apprenticeship or traineeship

An SBAT offers students the option of combining a senior secondary program with part-time employment, school and training. The program is undertaken under a Training Contract with an employer and has a training plan registered with the Victorian Registration and Qualifications Authority (VRQA). The training must lead to a nationally recognised qualification.

- For more information please see - <https://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/apprentice.aspx#link83>

Self-assessment

A process of assessing performance against particular standards, criteria, or competency standards to identify strengths and opportunities for improvement.

- For more information please see – <https://cica.org.au/wp-content/uploads/Professional-Standards-for-Australian-Career-Development-Practitioners-2019.pdf>

Short courses

Short courses are training programs made up of units of competency or they can even be individual units from **qualifications** or training packages.

- For more information please see – <https://www.skills.vic.gov.au/victorianskillsgateway/Parents/Pages/Explaining-terms.aspx>

Skill

An ability to perform a particular mental or physical activity which may be developed by training or practice.

- For more information please see – <https://cica.org.au/wp-content/uploads/Professional-Standards-for-Australian-Career-Development-Practitioners-2019.pdf>

Specialised Competencies

Skills, knowledge and attitudes, in addition to the Core Competencies, that may be required by some Career Development Practitioners to undertake specific career development roles or cater for the needs of specific client groups. Appropriate training must be undertaken to develop the Specialised Competencies.

- For more information please see – <https://cica.org.au/wp-content/uploads/Professional-Standards-for-Australian-Career-Development-Practitioners-2019.pdf>

Specialised occupation

These occupations require advanced skills and more training time.

- For more information please see – <https://www.skills.vic.gov.au/victorianskillsgateway/Parents/Pages/Explaining-terms.aspx>

Traineeships

A traineeship is a contract between an employer and an employee where the apprentice or trainee learns the skills needed for a particular job. An apprenticeship allows the student to:

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 - get paid while learning
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- For more information please see - For more information please see - <https://www.education.vic.gov.au/training/learners/apprentices/Pages/what.aspx>

Vocational Education and Training (VET)

Vocational Education and Training (VET) enables students to acquire workplace skills through nationally recognised training described within an industry-developed training package or an accredited course. A VET qualification is issued by an RTO. The achievement of a VET qualification signifies that a student has demonstrated competency against the skills and knowledge required to perform effectively in the workplace and

For more information see - <http://www.pssfw.myskills.gov.au/>

VET for secondary school students

VET in the VCE or VCAL allows students to include VET within their senior secondary certificate. Students undertake nationally recognised training that contributes to their VCE or VCAL. VET delivered to school students is generally at Certificate II and III levels, to reflect the skills and knowledge of the younger student cohort.

- For more information see - <https://www.education.vic.gov.au/school/teachers/teachingresources/careers/Pages/vet.aspx> or <http://www.pssfw.myskills.gov.au/>

Vocational learning

Helps secondary students explore the world of work, identify career options and pathways, and build career development skills. Vocational learning is delivered within the broader curriculum. It supports students to gain career development skills and provides opportunities for students to 'taste' the world of work through one-off events, initiatives such as enterprise learning, or spending time in a real or simulated workplace.

- For more information see – <http://www.pssfw.myskills.gov.au/>

Volunteering

Providing your time and skills free of charge to organisation (referred to as School Community Work under ETRA)

- For more information see - <https://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/communitywork.aspx>

Work

A set of activities such as paid employment, parenting, care work, or volunteering from which it is hoped a person will derive personal and professional satisfaction where relevant

- For more information see – <https://cica.org.au/wp-content/uploads/Professional-Standards-for-Australian-Career-Development-Practitioners-2019.pdf>

Work Experience Program

Work experience is the short term placement of secondary school students, generally from Years 9 and 10, with employers to provide insights into the industry and the workplace in which they are located.

- For more information please see - <https://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/workexperience.aspx>

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