



Gathering careers information



An important part of career decision making is investigating the occupations in which you are interested. This handout gives you ideas on how to obtain occupational information, which contributes to overall employability.

Read

- **The Jobguide** (book or website www.jobguide.dest.gov.au).
- **Internet sites** that have information about occupations e.g. *Youth Central* at <http://www.youthcentral.vic.gov.au/> and *myfuture* at www.myfuture.edu.au.
- **Newspaper job advertisements** for useful, up-to-date information on available jobs. Saturday morning newspapers are often the best. The Age includes a special section on careers every Saturday.
- **Information from professional organisations, employer associations, Industry Training Advisory bodies, and unions.** Find contact information in the *Job guide*, or *Youth Central* or *myfuture* websites (see the 'Further information' section), or the telephone book (white and yellow pages).
- **Universities, TAFE institutes and private training organisations brochures or websites** about courses, the occupations the courses lead to, and destinations of their students.

Access your allies – Talk to

- **Your parent and relatives** They can tell you about jobs. Also, as they know you better than most other people, they may be able to help you think about jobs that suit you.
- **Your own information 'network'** of family friends, neighbours, sports coaches, people you work with etc who have knowledge about the world of work.
- **People who do the job** Most people don't mind talking about their work as long as you are polite, show interest, come prepared with questions, and don't take too long.
- **Employers** can give you a picture of how jobs fit into their organisation. Ask them about educational requirements, employment opportunities and conditions of work, but remember that these aspects of the job may vary between employers.
- **Course providers** to tell you about the occupations their courses prepare you for.

Go and see

Careers Markets and Expos that are run in cities and regional centres.

Career Information Centres have a wide range of career information. In Victoria there are services in:

Melbourne (Phone, post or email service only) PO Box 571 Rosanna 3084; Ph: (03) 9299 1038
Fax: (03) 9403 8898; Email: cic.mel@centrelink.gov.au

Geelong Customer Service Centre, 1st Floor (rear), 170 Lt. Malop St, Geelong VIC 3220; PO Box 263 Geelong 3220; Ph: (03) 5228 6323; Fax: (03) 5228 6298; Email: cic.geelong@centrelink.gov.au

Experience...

Through different workplace learning activities such as work experience, part-time work, and volunteering.

Work experience organised through your school, or by holiday or part-time jobs.

Vocational Education and Training courses at school allow you to experience tasks required in a specific occupation or industry and can include structured workplace learning.

Jobs – holiday, casual or part-time.



Researching careers (Year 6, 7 and 8)



As you work through these exercises, place a tick in the box or boxes which you think best answers each question.

NAME OF JOB: _____

Features of the job

1. *Would the job involve working:*

- | | | |
|---|---|--|
| <input type="checkbox"/> indoors? | <input type="checkbox"/> outdoors? | <input type="checkbox"/> in the city? |
| <input type="checkbox"/> in the country? | <input type="checkbox"/> in another town? | <input type="checkbox"/> in another state? |
| <input type="checkbox"/> with small business? | <input type="checkbox"/> in a large organisation? | <input type="checkbox"/> in an office? |

2. *Would the job involve working:*

- | | | |
|---|---|---|
| <input type="checkbox"/> by yourself? | <input type="checkbox"/> with customers or clients? | <input type="checkbox"/> with animals? |
| <input type="checkbox"/> as part of a team? | <input type="checkbox"/> with people? | <input type="checkbox"/> with machines? |

3. *Would the premises be:*

- | | | |
|---------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> clean? | <input type="checkbox"/> smelly? | <input type="checkbox"/> hot or cold? |
| <input type="checkbox"/> dirty? | <input type="checkbox"/> dangerous? | <input type="checkbox"/> noisy? |

4. *Would the job involve:*

- | | | |
|---|---|--|
| <input type="checkbox"/> being your own boss? | <input type="checkbox"/> being supervised a little? | <input type="checkbox"/> supervising others? |
| <input type="checkbox"/> being supervised constantly? | | |

Describe the features of this job, especially the things that attract you.

Work Activities

Does the job involve:

- | | | |
|--|---|---|
| <input type="checkbox"/> mainly sitting? | <input type="checkbox"/> standing still in one place? | <input type="checkbox"/> using complicated machinery? |
| <input type="checkbox"/> handling heavy objects? | <input type="checkbox"/> handling light objects? | <input type="checkbox"/> moving around occasionally? |
| <input type="checkbox"/> moving around a lot? | <input type="checkbox"/> talking a lot? | <input type="checkbox"/> using simple machinery? |
| <input type="checkbox"/> designing things? | <input type="checkbox"/> writing reports? | <input type="checkbox"/> doing a lot of mathematics? |
| <input type="checkbox"/> working with animals? | <input type="checkbox"/> working with computers? | <input type="checkbox"/> reading order forms or letters? |
| <input type="checkbox"/> growing things? | <input type="checkbox"/> using scientific equipment? | <input type="checkbox"/> looking after customers/clients? |

Describe what you would do in this job.

Physical factors

What physical factors are important for this job?

- | | | |
|---|--|--|
| <input type="checkbox"/> certain height? | <input type="checkbox"/> certain age? | <input type="checkbox"/> physical fitness? |
| <input type="checkbox"/> good hearing? | <input type="checkbox"/> good colour vision? | <input type="checkbox"/> good ordinary vision? |
| <input type="checkbox"/> able to withstand heights? | <input type="checkbox"/> mobility? | <input type="checkbox"/> no allergies? |

Describe the physical factors that are important for this job, (include factors that you know of, and are not listed above).



Researching careers



Personal qualities

What personal qualities are needed to be able to do this job:

- | | | |
|---|--|--|
| <input type="checkbox"/> to be especially patient? | <input type="checkbox"/> to be good at figures? | <input type="checkbox"/> to be good with machinery? |
| <input type="checkbox"/> to be good at writing? | <input type="checkbox"/> to be good at reading? | <input type="checkbox"/> to get on well with people? |
| <input type="checkbox"/> to have initiative? | <input type="checkbox"/> to speak well? | <input type="checkbox"/> to be able to make decisions? |
| <input type="checkbox"/> to be especially trustworthy? | <input type="checkbox"/> to be able to concentrate for long periods of time? | |
| <input type="checkbox"/> to be a happy person most of the time? | | |

Describe the personal qualities that are important for this job (include other qualities that you know of, that are not listed above).

Education and training requirements

1. What minimum educational level do you need to reach at school, before you can enter this job?
2. Are there any subjects that you need to take at Years 10, 11 or 12? List the subjects required.
 Year 10 _____
 Year 11 _____
 Year 12 _____
3. Do you need further education or training after leaving secondary school? _____
4. What training courses are necessary to become qualified in this occupation and how long do they take?

5. Does training for this job require a traineeship or an apprenticeship? _____
6. Name some other jobs that may require similar skills or interests.

7. What do you like about this job?

8. What don't you like about this job?

9. Do you feel this job might suit you? Explain why or why not.

Researching careers (Year 9 and 10)



Remember to consult all the sources of information in the *Gathering information handout*

NAME OF JOB: _____

Task Description

1. Describe the tasks involved in this job. Is there a variety of tasks? Write about the different tasks you would do over the whole week. Indicate the proportion of time spent on each.
2. Are you reasonably independent in deciding how to do the day's work or does someone else plan and supervise it for you?
3. How much responsibility do you have in this work? What are you responsible for (e.g. machines, other people, money, decisions)?
4. How difficult is it to do this work? Is it physically, mentally, or emotionally demanding?
5. What sort of people will you come in contact with during your work (e.g. other staff, clients, customers, the general public)? How will you be relating to them (e.g. working with, helping, selling, advising, teaching)?

Conditions of Work

1. What kind of organisation might you work for (e.g. cooks work for hotels, motels, restaurants, catering organisations, etc.)?
2. Where would you work (e.g. office, factory, outdoors)? Describe the physical conditions of the work (e.g. clean, dirty, noisy, smelly, hot, cold, dangerous).
3. What equipment and facilities are provided for this work (e.g. tools, uniforms)? What equipment would you have to buy (e.g. chef's knives, doctor's stethoscope, etc.)?
4. What are the usual working hours for the job? Does it involve shift work?
5. Is overtime available/required?
6. Would you be employed on a seasonal basis or a yearly basis?
7. What annual holidays and long-service leave are available?
8. What other types of leave are available - sick leave, maternity leave, study leave?
9. Is it necessary for you to join a union or a professional organisation? If so, which one?
10. What is the salary range of people working in this occupation?
11. Are there any special benefits of work in this job (e.g. discount on company products, good superannuation, salary packaging, company car, etc.)?

Personal attributes, skills and other requirements

1. What personal attributes do you need to have or to develop to be able to do this job (e.g. loyalty, honesty, reliability, adaptability, motivation, good personal presentation)?
2. What are the most important employability skills needed for this job?
3. What job specific skills are needed for this job?
2. List any physical factors which are important for this job (e.g. colour vision, physical strength, height, able to work at heights).
3. What other special requirements do you need before doing this type of job (e.g. Australian citizenship, age, driver's licence, special skills, previous experience in other jobs, foreign language ability, first aid certificate)?



Researching careers



Educational requirements

1. What minimum educational level do you need to reach before you can enter this occupation?
2. Are there any subjects that you need to do at Years 10, 11 and 12? List the subjects required and any necessary achievement levels. Indicate which subjects are absolutely essential, and which are recommended but not essential.
3. Can you enter the job straight from school or do you need further education?

Gaining qualifications (Omit this section if no further education or training is required)

1. What education/training courses are necessary to become qualified in this occupation and where are they offered? (include course, institution and location, length of course, what costs are incurred and what financial assistance is available)
2. Indicate whether the courses can be studied by full-time (F), part-time (P), external (X), or flexible (Flx) methods.
3. How do you apply to enter these courses?
4. Is it necessary for you to enter into any form of training agreement with your employer (e.g. apprenticeship, traineeship)? What would be your commitment as a party to the agreement?

Employment prospects

1. Are vacancies for positions in this occupation advertised often?
2. Is it difficult to obtain employment in this occupation? Give reasons for your answer.
3. Are there firms or organisations in your local area that employ these workers? If so list them. In what sorts of towns or locations is it possible to find this type of work?
4. Are there promotional pathways in this job? How quickly can you be promoted? What would be required of you before you could gain promotion (e.g. age, ability, education, experience)?
7. Name the positions to which you could be promoted.
8. What do the future prospects of work in this occupation (e.g. is the need for such work likely to increase or decrease)? Give reasons for your answer.
9. Having gained experience in this occupation, is it possible to enter into different fields of employment? List two possible fields you could enter.

Job stability

1. Can a person trained in this job start his/her own business? Give reasons for your answer.
2. Is this job equally suited for people of all ages, or is it mainly suited for a particular age group? Give reasons for your answer.
3. Does this job enable you to gain employment with another organisation or in another town or state? Give reasons for your answer.
4. Is work in this job on a permanent, temporary, full-time, part-time, contract or casual basis?

Your personal evaluation

What do you think the good points or advantages of this job are for you? What are the bad points or disadvantages?

Can you see yourself in this occupation? Do you think it would satisfy your personal values and work values? Explain why or why not.



Researching careers peer assessment



STUDENT NAME: _____

NAME OF JOB: _____

Is there a good description of the job, e.g. type of tasks performed in the position, products or services provided?	
Are the working conditions and environment described? e.g. location of work, safety requirements, equipment used, hours of work and leave provisions, special conditions (danger money), uniform and dress, indoor or outdoor work, union membership	
Are the wages/salaries for the job outlined? e.g. salary range, any special conditions for overtime work, or special benefits	
Are the job specific skills required for tasks within the job identified? e.g. manual, mechanical, writing, speaking or other skills	
Are the employability skills that apply to the job identified? e.g. leadership, communication, problem solving	
Are any other special requirements that apply to the job identified? e.g. licences, first aid certificates, other language proficiency	
Are the education or training qualifications required for the job outlined? e.g. TAFE/universities/apprenticeships/traineeships, school level, and required subjects	
Are employment prospects, now and in the future outlined?	
Are the advantages and disadvantages of the job outlined? e.g. long hours, flexible hours, good pay, bonuses	
Has the student evaluated or judged his or her own personal suitability for job? e.g. do you think the presenter is capable of doing this job? Why? What skills or competencies would they have to develop to have a good chance of getting into this job or career?	
Has the student gathered material from a range of sources, e.g. websites, personal interviews, library, Career Information Centre or Job Network member?	

Comments:
