



Career Journeys Quick Reference Guide



Career Journeys

What are Career Journeys?

The Career Journeys provide your school with 50 comprehensive and interactive career education lessons that students can complete independently or that teachers can deliver in classes.

There are 8 Career Journeys:

[Learn About Myself](#) (7 – 12)

[Career Exploration](#) (7 – 12)

[Preparing for Work](#) (9 – 12)

[Workplace Health and Safety](#) (9 – 12)

[The World of Work](#) (9 – 12)

[Enterprise Skills](#) (9 – 12)

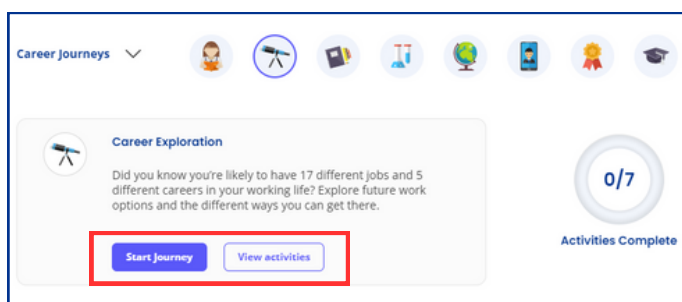
[Creating Your Own Opportunities](#) (9 – 12)

[Post School Options and Planning](#) (9 – 12)

Student view of the Career Journeys

Note:

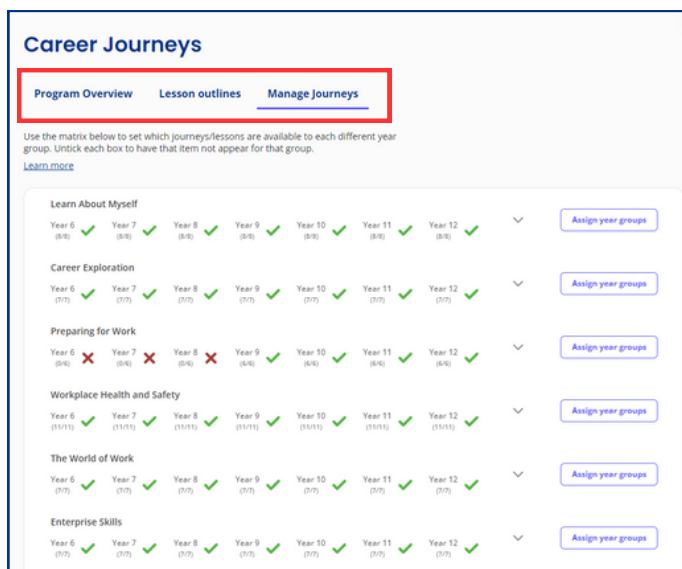
Students can take the Journeys in sequence from start to finish, or they can click 'view activities' to choose stand-alone lessons from within each Journey.



Teacher view of the Career Journeys

Tabs in teacher view:

1. **Program Overview** to track student progress.
2. **Lesson Outlines** – to access curriculum-linked lesson plans.
3. **Manage Journeys** – to turn them on/off for certain year levels and to assign whole journeys or stand-alone activities.



Career Journey Activities

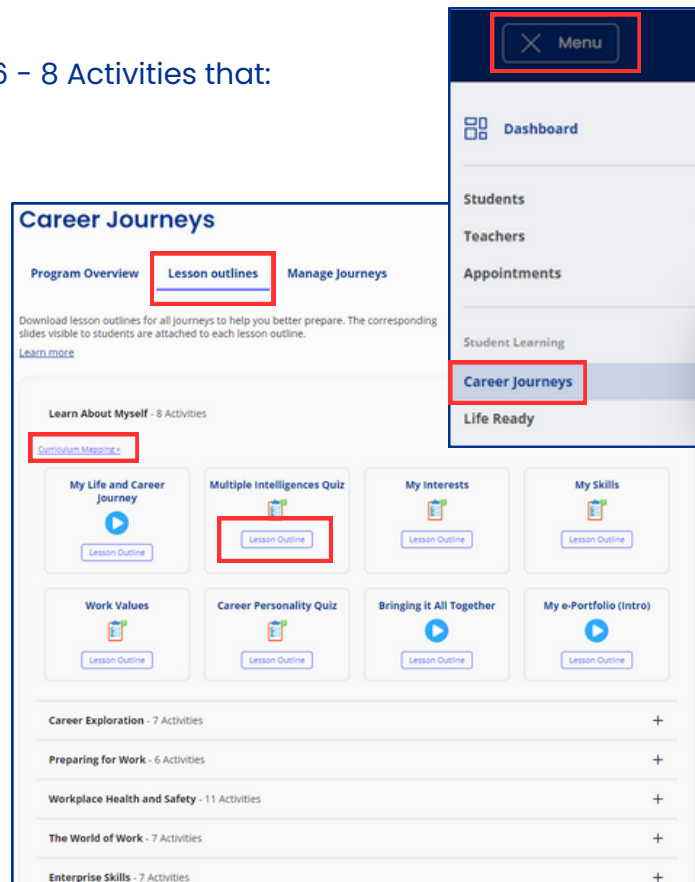
Career Journey Activities

Within each Career Journey, there are 6 – 8 Activities that:

- Take approximately 40 minutes self-directed or 60 minutes teacher-led (exceptions are noted).
- Have a Lesson Outline mapped to the ABCD, Australian Curriculum, and state curricula, with learning intentions, success criteria, and teacher instructions.

The image to the right illustrates where to access the [Lesson Outlines](#) but they are also linked throughout this document.

Tip! Click *Curriculum Mapping* for an entire curriculum overview.



Student view of Activities within a Career Journey



Manage Career Journeys

Manage and Assign Career Journeys and Activities

The Journeys and Activities progress sequentially, but you can **manage them** to suit your school program by:

- Making the Journeys and Activities accessible to year levels of your choice and tracking student progress via the Program Overview tab.

The screenshot shows the 'Manage Journeys' tab in the Career Tools interface. At the top, there are three tabs: 'Program Overview' (highlighted with a red box), 'Lesson outlines', and 'Manage Journeys'. Below the tabs, a text box explains: 'Use the matrix below to set which Journeys/lessons are available to each different year group. Untick each box to have that item not appear for that group. [Learn more](#)'. The main area is titled 'Learn About Myself' and shows a progress bar for years 6 to 12, all marked with green checkmarks. To the right, there is a dropdown menu labeled 'Assign year groups' (highlighted with a red box) with a list of years 6 to 12, each with an 'Off' toggle and an 'On' button. Below this, a table allows assigning specific lessons to year groups. The lessons listed are 'My Life and Career Journey', 'Multiple Intelligences Quiz', and 'My Interests'. The table has columns for Year 6 through Year 11, with green checkmarks indicating assignment for all years shown.

	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
My Life and Career Journey	✓	✓	✓	✓	✓	✓
Multiple Intelligences Quiz	✓	✓	✓	✓	✓	✓
My Interests	✓	✓	✓	✓	✓	✓

You can also use the **Assignment feature** to:

- Assign whole journeys to year levels, groups of students (i.e. classes), and to individuals.
- Assign stand-alone activities to year levels, groups of students (i.e. classes), and to individuals.
- Set due dates and reminders.
- Track student progress.

The screenshot shows the 'Assign Activity' form. At the top, it says 'Remind the students to complete the activity so that they have better chances to succeed in the future.' Below this, there is a section for 'Assignment type *' with a dropdown menu set to 'Activity within a Journey'. Underneath is a section for 'Journey *' with a list of available journeys. The first journey, 'Career Journeys - Learn About Myself', is selected and highlighted. Other journeys listed include 'Career Journeys - Career Exploration', 'Career Journeys - Preparing for Work', 'Career Journeys - The World of Work', 'Career Journeys - Enterprise Skills', 'Career Journeys - Creating Your Own Opportunities', 'Career Journeys - Post School Options & Planning', 'Career Journeys - Workplace Health and Safety', 'Life Ready - Drugs & Alcohol', 'All My Own Work - All My Own Work', and 'Life Ready - Independence'. At the bottom, there are fields for 'Start Date *' and 'End Date *', both with date pickers showing 'dd/mm/yyyy'.

Learn About Myself (7–12)

Activity	What students do:
1 My Life and Career Journey	• Watch the animated narrated version of Dr Suess' 'Oh, the Places You'll Go!'. • Identify who influences them. • Rate 5 reflective statements on a scale from 1-5. • Answer 3 reflective questions.
2 Multiple Intelligences	• Rate 64 statements from 1-5 to identify their strongest intelligences (music, body, people, self, picture, word, logic, nature). • Watch videos explaining the intelligences and the information in the report to answer 4 questions.
3 My Interests	• Respond 'yes' or 'no' to 42 statements that sort them into Holland's interest types: realistic, investigative, artistic, social, enterprising, conventional. • Reflect on their results and explain why they think one of the sample jobs would suit them.
4 My Skills	• Drag and drop 40 skills cards into 4 columns under the headings 'I need to improve at', 'I'm average at', 'I'm good at', 'I'm excellent at'. • Indicate if the skills are transferable, technical, or personal traits.
5 My Values	• Drag and drop 24 values cards into six columns of an importance scale. Results are: achievement, independence, working conditions, recognition, support, relationships. • Rate 3 potential career options as intrinsically or extrinsically motivating.
6 Career Personality	• Complete a Myers-Briggs-based quiz of 32 preferences. • Answer questions reflecting on their results. • Select 3 jobs from the list and explain their personality strengths/weaknesses in relation to them.
7 Bringing it all Together	• Identify thinking and learning styles, hobbies, skills, values. • Reflect on what they have learnt in the previous journey activities.
8 My e-Portfolio (Intro)	• Complete prompts to build their e-Portfolio which presents their achievements and documents in the style of their own personal professional webpage.

Career Exploration (7–12)

Activity	What students do:
1 What is Work?	• Read about the differences between 'work', 'job', and 'career'. • Match examples to: employment, unemployment, work experience, contract work, outworking, volunteering, casual work, self-employment. • Interpret youth labour market information. • Answer 11 short answer questions about their motivators.
2 School Subjects and Careers	• Consider how their school subjects relate to technical and enterprise skills needed for work. • Use the Career Targets Tool to explore the relationship of skills to career clusters.
3 Intro to Pathways	• Interpret youth labour market information. • Explore the AQF and VET/HE qualifications. • Briefly explore Apprenticeships/Traineeships and ADF entry.
4 Career Investigator	• Read slides to learn why researching matters, which information sources are reliable and how to complete the task. • Use the Career Investigator tool to shortlist 3 occupations of interest to research in more depth. • Input information from the Good Careers website into their personal investigator for 3 occupations. • Download their completed Investigator document.
5 My Career Plan (intro)	• Read through the information on the introductory slides explaining what a career plan is and what it should contain. • Watch a short video about the importance of making a plan. • Create a career plan by responding to the questions in the template.
6 Careers of the Future	• Read about global drivers of change and what they mean for young people. • Investigate how AI may affect an occupation they're interested in and answer 7 questions. • Take the 100 Jobs of the Future Quiz. • Answer questions reflecting on their results.
7 Achieving Success	• Create their own definition of success. • Match an example to each of Robin Sharma's 8 types of success. • Respond to case study questions about successful people.

Preparing for Work (9–12)

Activity	What students do:
1 My Resume	• Read the information on the introductory slides explaining what a resume is, what it should contain, and a checklist of tips for each section. • Complete their resume using the Resume Builder Tool. • Choose a template and download their resume.
2 My Cover Letter	• Read through the information on the introductory slides explaining what a cover letter is, what it should contain, and a checklist of tips for each section. • Complete their cover letter using the Cover Letter Tool. • Download their cover letter.
3 Applying for Jobs	• Learn about different ways employers recruit. • Identify ways to search for jobs. • Analyse a job advertisement. • Find and respond to a job advertisement of their choice.
4 Personal Presentation	• Explore the importance of physical appearance, body language, personal hygiene, and verbal expression. • Identify and explain appropriate and inappropriate examples of these for work. • Identify items that contribute to professional presentation for their dream job.
5 The Job Interview	• Identify appropriate personal presentation for a job interview. • Learn how to organise themselves for an interview. • Use the SAO structure to formulate responses to common interview questions. • Watch and analyse 'nailed it' and 'failed it' interview videos.
6 Social Media and Your Career	• Understand the influence of social media on their personal brand. • Watch and analyse 2 videos. • Google themselves and reflect on their social media use. • Identify red flags employers look for and changes that can improve their social media profiles. • Learn about the benefits of LinkedIn. • Learn how to create a professional LinkedIn profile.

Workplace Health and Safety (9–12)

All modules can be completed within 40–60 minutes.

All quiz/questions answers are provided in the [lesson outline](#).

Activity	What students do:
Intro to WHS	• Read through the introductory slides explaining why workplace safety is important to minimise injury in young workers.
Module 1 Health and Safety Responsibilities	• Learn about employer and employee responsibilities. • Answer 3 multiple choice questions.
Module 2 Hazard Identification	• Identify workplace hazards, how to assess risk, and how to minimise and eliminate hazards. • Answer 2 multiple choice questions and put a series of instructions in order.
Module 3 Manual Handling	• Learn what manual handling is and about the injuries it can cause. • Learn how to reduce manual handling risks. • Watch a video. • Match the start/end of sentences with their counterparts.
Module 4 Hazardous Substances	• Learn about how to safely work with hazardous chemicals. • Watch a video. • Learn about Material Safety Data sheets. • Answer 4 multiple choice questions.
Module 5 Noise	• Learn about the signs and impacts of hearing loss and how to protect their hearing. • Answer 4 True/False questions.
Module 6 Electricity	• Learn about common causes of electrical accidents. • Learn about general electrical safety precautions. • Choose the correct word to complete 5 sentences.

Workplace Health and Safety (9–12)

Activity	What students do:
Module 7 Mechanical Equipment	• Learn about mechanical equipment and the common injuries it causes. • Watch 2 videos. • Learn about machine guards, danger tags, and caution tags. • Answer 4 True/False questions.
Module 8 Working at Heights	• Learn about fall hazards and how to reduce risks. • Learn how and when to safely use ladders. • Answer 3 multiple choice questions and watch a video.
Module 9 Personal Protective Equipment	• Learn about PPE and when and how to use it correctly. • Watch a video. • Drag and drop correct words into the blanks to complete 2 sentences.
Module 10 Final Quiz	• Answer 10 multiple choice questions. • Get a certificate of completion.

The World of Work (9–12)

Activity	What students do:
1 Rights and Responsibilities	• Learn about their employer's responsibilities. • Watch a video and identify and analyse 4 warning signs that something could be wrong. • Explain why people don't speak up when something is wrong. • Visit the Fair Work website and identify 6 things the Ombudsman can help with. • Visit the Safe Work Australia website and name the relevant Safe Work regulator for their state. • Learn about basic work entitlements in their state.
2 Employer Expectations	• Learn the difference between employability skills and employer expectations. • Explain how they would demonstrate a positive attitude at work and how to dress appropriately for their career goal. • Identify and solve barriers to punctuality. • Identify ways to help colleagues, meet deadlines, motivate themselves, and learn from mistakes. • Watch and analyse a video in relation to employability skills.
3 Money and Finance	• Learn about Tax File Numbers and the tax-free threshold and gross and net pay. • Watch and analyse a video about the purpose of tax. • Learn about the purpose of superannuation. • Drag and drop examples to match definitions of key terms. • Learn about and identify 3 types of identity fraud. • Read and analyse a sample pay slip. • View a tax table and sample pay slip and answer 3 questions. • Visit and use the Moneysmart savings calculator website. • Watch the Budget Like a Boss video, play the game, and answer 5 questions about their choices.
4 Volunteering	• Learn about volunteering and answer 13 short answer questions. • Identify how selected enterprise skills are used in different example volunteer roles and from their own experiences. • Search for, and identify, 2 volunteer opportunities. • Create a volunteer action plan.

The World of Work (9–12)

Activity	What students do:
5 The Future of Work	• Identify disruptions that have made 4 jobs obsolete. • Suggest reasons 4 industry areas experienced strong growth during the pandemic. • Watch a video and identify 3 occupations expected to be in-demand, and 3 at risk of recovery. • Analyse 2 case studies about people forced to change careers as a result of the pandemic. • Identify 3 transferrable skills and explain how they have demonstrated them. • Select an emerging occupation and answer 4 short answer questions about it.
6 Learn, Unlearn, Relearn	• Explain the value of lifelong learning and innovation. • Reflect on a personal experience of the learn, unlearn, relearn cycle. • Transform 4 fixed mindset statements into growth mindset statements.
7 The Labour Market	• Learn about the labour market and the LMI website. • Use the LMI website downloads to complete a scavenger hunt about an occupation they are interested in. • There is a 'how to' video to help them answer the 6 questions.

Enterprise Skills (9-12)

Activity	What students do:
1 What Employers are Looking For	• Watch a video and list 10/25 skills employers look for. • List their 3 top personal attributes and learn why they're important for young people. • Identify 5 tips from employers to do well at a work trial. • Explain the reason for strong growth in digital literacy. • Identify their own digital literacy skills to promote to an employer. • Learn about the value of technical skills and how they combine with enterprise skills.
2 Enterprise Skills Audit (intro)	• Learn what enterprise skills are and what an enterprise audit is. • Watch a video about enterprise skills. • Take the enterprise skills audit and create an action plan to improve their skills.
3 Communication	• Identify different aspects of spoken, written, and non-verbal communication and their advantages and disadvantages. • Identify what is being communicated in two images. • Use punctuation to create 4 different tones in the same phrase. • Watch a silent film clip, outline the story, and explain 3 examples of the non-verbal communication used. • Identify the meaning of 6 common symbols. • List 3 ways to demonstrate listening and explain why it's important.
4 Teamwork	• Watch a video and answer 4 questions about collaboration. • Provide a personal example of teamwork. • Watch a video and answer 2 questions about teamwork. • Explain a strategy to overcome a barrier to teamwork. • Identify 3 personal strengths they can contribute to a team. • Identify successful teamwork strategies and explain how they apply in the workplace.

Enterprise Skills (9-12)

Activity	What students do:
5 Problem Solving	• Watch a fun video about problem solving. • Learn about the skills used to solve problems and the elements of problems. • Watch a video, identify and explain the problem, brainstorm and evaluate possible solutions. Select and outline the most beneficial solution. Outline steps to implement the solution and predict potential problems. • Drag and drop problem solving steps into the correct order.
6 Critical Thinking	• Learn about the skills that contribute to critical thinking. • Watch a video about 5 critical thinking steps and answer 5 multiple choice and 1 drag and drop question to check understanding. • Determine if a series of statements are facts or opinions.
7 Adaptability / Flexibility	• Watch a video about the value of adaptability and explain how it applies to workplaces. • Watch a case study video and answer 8 short answer questions about how the subject could adapt. • Watch a video about the future of work and explain how people whose jobs may be affected by technology can adapt to change.

Creating Your Own Opportunities (9–12)

Activity	What students do:
1 What is Entrepreneurship	• Watch a video about entrepreneurship. • Identify and explain the problems/solutions solved by Afterpay, Our Songlines, and Boost Juice, and come up with their own entrepreneurial problem/solution. • Read a case study and watch a video to answer 7 short answer questions. • Explore sustainability in Australian business.
2 Entrepreneurship Quiz	• 10 multiple choice questions that take approx. 5–10 mins.
3 Jobs in the Gig Economy	• Learn what the gig economy is and provide 3 reasons it's growing. • Research platforms that provide different 'gig-workers'. • Watch a Fair Work video about gig-workers' entitlements. • Assess the advantages and disadvantages of gig-work. • Explain why they do/don't see themselves working in the gig-economy.
4 Preparing for the Gig Economy	• Provide 3 reasons people should prepare for the gig-economy. • Explain why certain enterprise skills are important in the gig-economy. • Research online learning platforms to answer questions for 3 gig-jobs they could prepare for by doing online courses. • Explain why they would/wouldn't like to do they courses they researched.
5 Staying Productive in the Gig Economy	• Watch a video about working from home and answer 3 short answer questions. • Plan for the challenges that accompany working from home. • Watch a video about, and apply, the Pomodoro Technique to a personal scenario.
6 Positioning Yourself as the Expert	• Identify skills or knowledge that people would pay for in the gig-economy and list 3 gig-economy jobs. • View examples of, and write, a self-marketing plan.
7 Networking in the Gig Economy	• Watch a video about, and explain the value of, networking. • Watch an elevator pitch video. • Prepare a list of suitable networking questions and their own elevator pitch.

Post School Options & Planning (9-12)

Activity	What students do:
1 Exploring Pathways	• Learn what the word 'pathway/s' means in this context. • View a short video illustrating what VET school subjects may look like. • View a 10 minute video explaining VET learning at TAFE. • Visit the Australian Apprenticeships website. • View a 5 minute video of students speaking about how university is different from school. • Are directed to the Good Universities Guide and TACs to research courses and entry requirements. • Answer 3 reflection questions and revisit their career plan.
2 Senior Subject Selection <i>state-specific – please download in-platform</i>	• Explore different types of courses. • Revise the requirements for achieving their senior certificate. • Link school subjects to 3 occupations of interest. • Revise university requirements and the ATAR, and identify if they will need an ATAR. • Identify 7 subjects they're interested in, why, and questions they have about them.
3 Expos and Open Days	• Identify the obstacles they may encounter on their journey. • Make a list of events they are interested in attending. • Make a list of questions to ask at an open day event/webinar.
4 Gap Year Options	• Explore 3 gap year options – work, volunteer, travel. • Provide and explain 3 reasons why they might take a gap year. • Identify the pros and cons of gap years. • Reflect on whether a gap year is a good option for them.
5 Scholarships	• Identify costs associated with further study. • Learn about types of scholarships and funding, where to find them, and identify if they may be eligible. • Search the Good Universities Guide and record the details of 3 scholarships they may be eligible for. • Learn how to apply for scholarships and ways to prepare now.
6 My Personal Statement (intro)	• Read the slides to learn about the do's and don'ts of personal statements. • Write a personal statement using the Personal Statement Tool.
7 Funding My Studies	• Learn about CSPs, HEC-HELP, OS-HELP, FEE-HELP, SA-HELP and USIs and TFNs. • No responses are required in this lesson so ask students to bring ID to create their USI and apply for a TFN.