

Career Development for Refugee and Migrant Youth

Student Workbook

Danielle Gallegos
Farida Tilbury
Murdoch University
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Careers Introduction

This workbook will help you with the Career Development Course. Each session will give you information on what a career is and why planning a career is important.

Session 1

This session provides information on what a career is and the different pathways to careers.

By the end of this session you will:

- ▣ Understand the difference between a job and a career
- ▣ Identify possible pathways for different careers
- ▣ Understand what influences your choice of career
- ▣ Identify at least two questions to ask about a career

Session 2

In this session invited guest speakers will talk to you about their career pathways.

By the end of this session you will:

- ▣ Understand more about a range of different careers
- ▣ Understand the pathways and influences others have on career pathways

Session 3

This session allows you to explore your personal qualities and to gather more information about different career choices.

By the end of this session you will:

- ▣ Identify specific job skill shortages in your local area
- ▣ Understand the steps involved in planning a career
- ▣ Understand who and what influences your career choice
- ▣ Identify your interests, skills and previous experience
- ▣ Identify three potential career options

Session 4

This session uses computers to enable you to further explore career choices, the pathways for that career choice and what subjects you need to do in school.

By the end of this session you will:

- ▣ Find out more information about **your** chosen careers.
- ▣ Know which subjects at school you need to choose.
- ▣ Understand the pathways you need to follow to undertake your career choice

Session 1

Session 1

Handout 1

Planning your career

Definitions

Work People who work have a job which they are paid to do.

Job The work that you do regularly in order to earn money (duties or tasks you perform).

Career The type of job or profession that someone does for a long period of their life.



Why planning a career is important

- You may end up in a career/job you hate
- You may end up doing years of unnecessary study
- You may not do the right training for the job you really want
- You may never find out what types of work exist that could really suit you

If you work you could spend approximately 8 hours a day every day for the best part of your life – so it's important to think about what you are going to do in the future.

Session 1

Worksheet 1

Planning your career

In a small group write down as many jobs or careers you can think of that fit into each of these groups. Some jobs/careers fit into more than one group, choose which group you think it best fits. Try to have different careers in each group.

| | |
|----------------------------------------------------|--------------------------------------------------------|
| Jobs and careers where you work with people | Jobs and careers where you work with your hands |
| Jobs and Careers that are inside | Jobs and careers that are outside |

Session 1

Handout 2

Definition of levels

The following terminology is used on the Bullseye Posters used in later sessions.

Level 1

Need to finish Year 10 at school, or a Secondary School Certificate, or a Certificate 1 or Certificate II qualification at TAFE. New Apprenticeships may be offered at this level.

Level 2

Usually has a skill level equal to a Certificate III or IV or at least three years relevant experience. New Apprenticeships may be offered in this level

Level 3

Usually requires a level of skill equal to a Diploma or Advanced Diploma. Study is often undertaken through TAFEs or Registered Training Organisations.

Level 4

Usually requires completion of a bachelor degree or higher qualification. Study is often undertaken at university.



Session 1

Handout 3

Pathways to your career

University

Universities train students for professional occupations in such fields as; medicine, law, education, engineering, scientific and social research, business and economics. University degrees take from 3 to 7 years to complete. You need to complete Year 12 to go to University or sit special exams.

TAFE

TAFE colleges provide students with practical training to undertake careers in a variety of fields including; building trades, child care, hospitality, business, hairdressing, manufacturing, agriculture and animal studies. You can undertake Certificate I, II, III or IV in a variety of areas as well as Diplomas and Advanced Diplomas. Courses can take anywhere from 6 months to two years to complete.

Apprenticeships and traineeships

Apprenticeships and traineeships combine training with paid work. They are usually undertaken on the job with some training at TAFE or a Registered Training Organisation and are specifically for trade jobs (such as plumbing, carpentry, metal work, painting & hairdressing). Traineeships are for more general jobs that are not trade related. Apprenticeships can take up to 4 years to complete. Traineeships usually take 1 year to complete. You need to complete at least Year 10.

An entry level job

An entry level job means that you can go straight from study/training into that job.

Self-employment

A self-employed person is someone who owns a small business such as a shop, restaurant, bakery, lawn-mowing service, plumbing or other trade service.

Voluntary work/Work experience

Voluntary work is work that is not paid. You can learn new skills and make contacts with employers in your field of work.

Session 1

Handout 4

Jobs table

| Level 1 | Level 2 | Level 3 | Level 4 |
|-----------------------------|---------------------------------|-------------------------------|---------------------------|
| Accounts Clerk | Laboratory Technician/Assistant | Accountant | Engineer |
| Checkout operator | Multi media | Hotel/Motel manager | Maths teacher |
| Bank officer | Secretary | Web designer | Mathematician |
| Clerk | Real estate agent | Computer programmer | Computer systems Engineer |
| Postal worker | Insurance officer | Draftsperson | Architect |
| Sales assistant | Hairdresser | Tax agent | Surveyor |
| Metal trades assistant | Painter | Pilot | Civil Engineer |
| Sound mixer | Plumber | Dental Technician/Assistant | Interior Designer |
| Footwear worker | Carpenter | Cartographer | Marine Engineer |
| Saw doctor | Shipwright | Architectural Drafter | Mechanical Engineer |
| Car detailer | Welder | Building surveyor | Veterinarian |
| Business equipment repairer | Electrician | Building contractor | Park ranger |
| Gardener | Roof tiler | Enrolled nurse | Biological scientist |
| Fisher | Landscape gardener | Medical Laboratory technician | Registered nurse |
| Animal attendant | Forest worker | Agricultural officer | Dentist |
| Fruit picker | Food standards officer | Ambulance officer | Doctor |
| Pest and weed controller | Florist | Fisheries officer | Anthropologist |
| Nursery assistant | Veterinary nurse | Welfare officer | Speech Pathologist |
| Word processor operator | Public servant | Migrant settlement officer | Language teacher |

| Level 1 | Level 2 | Level 3 | Level 4 |
|-------------------------|--------------------------|--------------------------------|------------------------|
| Personal care worker | Police officer | Immigration Department officer | Diplomat |
| Aged care worker | Travel consultant | Human Resources officer | Archaeologist |
| Waiter | Local government officer | Interpreter | Sports psychologist |
| Exporter/Importer | Hotel attendant | Translator | Sports doctor |
| Library assistant | Customs officer | Personal trainer | Physiotherapist |
| Teachers assistant/aide | Jockey | Sports coach | Health Promotion |
| Milk vendor | Tiler | Sports umpire | Dietician |
| Scaffolder | Fire-fighter | Fitness manager | PE teacher |
| Sportsman | Aerobics instructor | Fashion designer | Art teacher |
| Stable hand | Baker | Dressmaker | Artist |
| Ward assistant | Butcher | Graphic designer | Occupational therapist |
| Builders labourer | Chef | Food service manager | Stockbroker |
| Makeup artist | Photographer | Catering officer | Financial planner |
| Presser | Jeweller | Illustrator | |
| Cake decorator | Florist | | |
| Bar attendant | Office administrator | | |
| Waiter | Child care worker | | |
| Clothing machinist | | | |
| Costume maker | | | |

Session 1

Worksheet 2

Asking questions

Next week four people will come to speak to you about the careers they have chosen. What questions would you ask them? What would you like to know about the work they did and why they are doing it?

In a small group write down questions you would ask somebody doing a particular job or career?

| | |
|-------------------------------|-------------------------------|
| Job or Career 1: _____ | Job or Career 2: _____ |
| Job or Career 3: _____ | Job or Career 4: _____ |

Session 2

Session 2

Worksheet 1

Guest speakers

| Speaker | What was their career? | Things I found out about that career | Would I do that career? why? Or why not? |
|-----------|------------------------|--------------------------------------|------------------------------------------|
| Speaker 1 | | | |
| Speaker 2 | | | |

Session 2

Worksheet 1

Guest speakers

| Speaker | What was their career? | Things I found out about that career | Would I do that career? why? Or why not? |
|-----------|------------------------|--------------------------------------|------------------------------------------|
| Speaker 3 | | | |
| Speaker 4 | | | |

Session 3

Session 3

Handout 1

Who influences your career choice?

How do you know about different jobs/careers?

Who influences you when you are thinking about a career?

What career do your parents/guardians want you to do?

What career does your community want you to do?

There are many things that influence the type of career you think about and go into including:

- Parents
- Friends and family
- Teachers
- What jobs/careers are employing people
- How well you do at school
- How much money you would like to earn
- Where you live

Any others

- _____
- _____
- _____
- _____

Job Shortages

Checkout Operator

Operates a cash register at a supermarket.

Level 1



Cleaner

Cleaners clean schools, construction sites, businesses, industrial sites (factories) and homes.

Level 1

Butcher

Butchers select, cut, trim and prepare meat for sale or supply.

Level 2



Baker

Bakers make bread, cakes and pastries using flour and other ingredients.

Level 2



Clothes Sorter

Clothes sorters or material handlers work in clothing factories to check that clothing parts are sorted according to style, size and colour before they are sewn up.

Level 1



Child Care Worker

Look after children in a child care centre while parents are away at work. Training is usually required but untrained workers can also be employed.

Level 2



Chef

Chefs organise and plan the preparation and cooking of food in restaurants.

Level 2



Kitchen Hand
Assists cooks and chefs in preparing and storing food, washing dishes and utensils, and cleaning work areas.

Level 1

Trolley Collector
Collects trolleys in supermarket car parks.

Level 1

Builder's Labourer
Assists tradespeople on building and construction sites by doing a range of manual labouring jobs.

Level 1

Carpenter

Constructs and repairs wooden and metal structures on buildings. They may also work on large concrete, steel and timber structures such as bridges, dams, and power stations.

Level 2

Aluminium Fabricator

Shapes and forms metal (aluminium) into products by operating sheetmetal shaping and forming machines such as brake presses, and folding, bending and rolling machines.

Level 2



Administration Staff

Undertakes a range of office jobs such as typing, sorting mail, answering telephones, using office machines such as photocopiers and faxes, and filing papers.

Level 2



Engineer

Engineers use their knowledge of maths and science to plan and design industrial equipment and structures. There are many different types of engineers including: civil engineers, electrical engineers, marine engineers, mechanical engineers, railway engineers and pipeline engineers.

Level 4



Welder

Welders construct or repair metal products by joining parts. These parts are used to complete structures and equipment (e.g. ships, bridges, pipelines, vehicles and domestic appliances).

Level 2



Dentist

Treats diseases of the mouth and gums and fixes teeth problems.

Level 4



Nurse (registered)

Provides health care for sick and injured people in hospitals, homes for old people, and other health care places.

Level 4

Computer Support Technician

Computer support technicians provide technical advice and support to help people use computer software and hardware.

Level 3



Early Childhood Teacher

Early childhood teachers plan and conduct education programs for pre-school children.

Level 4



Session 3

Handout 2

Steps in career planning

The four steps in planning a career

SELF:

Gather information about yourself (passions, interests, values, skills/aptitudes, personal attributes).

OPTIONS:

Explore occupations, industries and the labour market in your area of interest.

MATCH:

Identify possible occupations and evaluate them, explore alternatives.

ACTION:

Education and training, work experience, writing a résumé, gathering company information, gaining work skills.

Session 3

Worksheet 1

How would you describe yourself? E.g. shy or friendly; sporty or studious?

What do you enjoy doing outside school?

What subjects are you good at in school?

Do you like being inside or outside or both?

- | | | |
|--------------------------------------|------------------------------|-----------------------------|
| Can you work with most people? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you creative/artistic? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you like working with your hands? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you like sport or physical work? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you want to help people? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you want to work with animals? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you want to work with computers? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you could do any job in the world, what would you like to do?

Session 3 Worksheet 2

Name: _____

Please fill in the boxes. Make sure that at least two of your choices are from different levels.

| I like/I am interested in ... | I could be a..... | This person..... | I need to For.... | The subjects I need to do at school are.... |
|-------------------------------|-------------------|--------------------------|----------------------------------|--------------------------------------------------------------|
| Animals | Veterinarian | Looks after sick animals | Study at Murdoch Uni for 5 years | Discrete Maths English Chemistry Physics Biology |
| CHOICE 1 | | | | |
| CHOICE 2 | | | | |
| CHOICE 3 | | | | |

Session 3 Handouts Bullseyes Job descriptions

The following pages will be used with Worksheet 2 and Handout 3 to match your interests and skills with a career that might suit you.

Session 3

Handout 3

Use the answers from your interview to see which sort of jobs/careers might suit you.

If you are interested in:

| | | |
|----------------------------------------|------------------------------------|------------------------------------------------------|
| Art Drawing Architecture Food | Sewing Performing Fashion | CHECK OUT CREATIVE JOBS CHECK OUT INDUSTRIAL JOBS |
| Sport Fitness | Health | CHECK OUT PHYSICAL JOBS CHECK OUT BIOLOGY JOBS |
| Languages Politics | Culture Travel | CHECK OUT LANGUAGE JOBS |
| Buildings Cars | Maps | CHECK OUT INDUSTRIAL JOBS |
| Tax Money Computers | The internet Business Shares | CHECK OUT BUSINESS JOBS |
| Animals People | Science Plants | CHECK OUT BIOLOGY JOBS CHECK OUT LANGUAGE JOBS |

At school if you are good at:

| | |
|------------------------------|-----------------------------------------------------------------------------------------------------------|
| Art, Drama | CHECK OUT CREATIVE JOBS |
| Home Economics | CHECK OUT CREATIVE JOBS CHECK OUT INDUSTRIAL JOBS CHECK OUT LANGUAGE JOBS CHECK OUT BIOLOGY JOBS |
| Physical Education Health | CHECK OUT PHYSICAL JOBS CHECK OUT BIOLOGY JOBS |
| Languages, English | CHECK OUT LANGUAGE JOBS CHECK OUT BUSINESS JOBS |
| Society and Environment | CHECK OUT LANGUAGE JOBS CHECK OUT BIOLOGY JOBS |
| Computer Science, Maths | CHECK OUT INDUSTRIAL JOBS CHECK OUT BUSINESS JOBS |
| Science | CHECK OUT INDUSTRIAL JOBS CHECK OUT BIOLOGY JOBS CHECK OUT LANGUAGE JOBS CHECK OUT BUSINESS JOBS |

If you like:

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Working with people: CHECK OUT BIOLOGY JOBS CHECK OUT LANGUAGE JOBS CHECK OUT BUSINESS JOBS CHECK OUT PHYSICAL JOBS | Working with animals: CHECK OUT BIOLOGY JOBS CHECK OUT PHYSICAL JOBS |
| Working with your hands: CHECK OUT BIOLOGY JOBS CHECK OUT INDUSTRIAL JOBS CHECK OUT CREATIVE JOBS CHECK OUT PHYSICAL JOBS | Working with numbers: CHECK OUT BIOLOGY JOBS CHECK OUT INDUSTRIAL JOBS CHECK OUT BUSINESS JOBS |
| Working outside: CHECK OUT BIOLOGY JOBS CHECK OUT INDUSTRIAL JOBS CHECK OUT CREATIVE JOBS CHECK OUT PHYSICAL JOBS | Working inside: CHECK OUT BIOLOGY JOBS CHECK OUT LANGUAGE JOBS CHECK OUT CREATIVE JOBS CHECK OUT BUSINESS JOBS |

Session 4

Session 4 Handout 1

Web Resources

These websites will help you to find out about jobs, the training courses you need to do, and what school subjects to choose.

Job Guide

<http://jobguide.dest.gov.au>

Click on 'Graphic Version'



To find information about a job:

Click on 'Search the Job Guide'

Scroll down to 'Browse Alphabetically'

Click a letter

Click on the job you are looking for

To find out training options:

Scroll down to the bottom of the screen

Click on 'WA'

This will provide general information about training. For more detailed information you may need to use MyFuture or TAFEWA.

MyFuture:

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



To find information about a job:

Click on 'the facts' tab on the top of the screen

Go to the 'Work and Employment' box

Click on 'Occupations'

Go to the green browse box and click on 'Alphabetically'

Select a letter

Select the job you are looking for

Scroll down to find out information about the job

To find out about training options:

Scroll down to 'Related Courses'

Click on 'Western Australia'

TAFEWA

This site will provide specific information about courses at TAFE including what school subjects you need to do. To use it you must know the name of the course.

<http://www.tafe.wa.edu.au>

Go to 'Course List' and click on 'Course List A-Z'

Choose a letter and then look for the name of the course

Click on the course



Notes Page