

Essential Learning 1: Investigate skills and personal qualities associated with a range of occupations

T	I can plan strategies to strengthen individual work skills required in a variety of workplaces and occupations I can research and filter relevant career information resources
M	I can justify the importance of a variety of skills and personal qualities required for a range of occupations in the workplace I can map individual work skills against those valued in the workplace and occupations
R	I can provide a detailed explanation of a variety of skills and personal qualities required for a range of occupations in the workplace I can compare identified work skills with those required in a variety of workplaces and occupations
A	I can identify and define work skills

Essential Learning 2: Explain the importance of teamwork and collaboration

T	I can compare two of these contexts, analysing how collaboration differs (for example, at school compared to in the community) I can identify personal strengths to maximise teamwork and collaboration
M	I can explain the importance of teamwork and collaboration, using examples from school, a workplace, and the community as evidence I can use a range of activities that require teamwork and collaboration
R	I can identify a range of activities that require teamwork and collaboration
A	I can define teamwork and collaboration

Essential Learning 3: Identify types and purposes of workplace communication

T	I can understand the importance of communication actions towards my future employment opportunities I can evaluate the effectiveness of different ways of presenting and communication information and ideas
M	I can use appropriate language, tone and non-verbal communication I can recognise the effectiveness of day to day workplace communications
R	I can categorise types of communication techniques according to their suitability in work contexts I can identify the safety concerns associated with a range of communication techniques
A	I can identify and define a range of communication techniques

Essential Learning 4: Implement strategies to improve learning and strengthen individual learning skills

T	I can map the learning requirements of potential careers with subject choices
M	I can prioritise work and personal commitments
R	I can use a range of suitable study and time management skills in a variety of settings
A	I can identify a range of suitable study and time management skills