

# Year 11

# Work Education Induction Day

Compiled for Toowoomba CATs Pilot  
By the  
Career and Transition Officer



**Australian Government**

**Department of Education,  
Science and Training**

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## WORK EDUCATION INDUCTION DAY

### Objectives:

1. To introduce all students in Yr 11 to the basic knowledge and skills necessary for them in making career related decisions.
2. To provide students with an overview of the essential basic knowledge for entering workplaces on work experience or structured industry placement.
3. To introduce to students the elements of compiling a personal portfolio of their career related information and research.

### Resources:

Student workbook  
 Teaching Plans and videos  
 BBQ materials  
 Invited Presenters

**Student Involvement:** Approx. 220 year 11 students - 9 role groups.

**Teacher Involvement:** Year 11 Roll Group Teachers.

Time	Topic	Approach
9.00 - 9.05am	Welcome and Overview Principal and HOD Senior Schooling	Whole group presentation in Old Hall
<b>Period One:</b> 9.00 - 9.30am	Industrial Relations in the Workplace Topics included: Workplace rights and responsibilities Workplace harassment and bullying Anti-discrimination and racism Industrial relations issues <b>Presented by:</b> (Dept of Industrial Relations)	Whole group presentation in Hall  Students will receive appropriate brochures etc. relating to topic for inclusion in personal portfolio
9.30 - 9.45am	Group separates into roll groups - to complete activity sheet.	Prize for roll group who completes most correct answers in shortest time
<b>Period Two and Three:</b> 9.45 - 11.15am	Workplace Health and Safety <b>Topics included:</b> Videos & worksheets Safety Sense <b>Presented by:</b> Roll Group Teachers (Students to receive Certificate of Attendance for General Workplace Health and Safety).	Students divide into roll groups, total 9 groups and are led by teachers to complete activities in workbook.  Video and Worksheet

Morning Tea 11.15 - 11.40am		Students provide own
<b>Period Four:</b> 11.40 - 12.25pm	Personal Planning for the Future Topics included: Personal Portfolio Pathways Planning Resumes <b>Presented by:</b> Education Advisor EQ ETRF DISCO Manager	Whole Group  Individual Reflection - checklist.
<b>Period Five:</b> 12.25 - 1.10pm	<b>Pathways Options:</b> <b>VET and Employment bound students:</b> Competency Based Training RPL process Alternate pathways to achieving career goals Presenter: _____ Director SQIT - Toowoomba  <b>OP bound students:</b> Maximising your options Wise tertiary choices - importance of investigation and research, work experience Alternate pathways to achieving career goals Presenter: _____ Marketing Dept, USQ	Students divide into 2 groups for presentations.

<p><b>Lunch</b> 1.10 - 2.00pm</p>	<p>Sausage Sizzle and Team Activities</p>	<p>HOD Senior Schooling Yr Coordinator</p> <p>School to provide food and drinks for students</p>
<p>2.00 - 2.10pm</p>	<p>Roll Marking</p>	
<p><b>Period Six:</b> <b>2.10 - 3.10pm</b></p>	<p><b>Employability Skills</b> Topics: What are employability skills? (handout) What is important from an employers perspective? Attitudes for success</p> <p>Facilitator Presented by: Panel of Employers (4 employers) E.g. Mayor City Council Speaker - Small Business Businessman</p> <p>Speaking on: How have they gotten where they are? What skills they have found instrumental in their success. What they look for in the young people they employ? Attitude for success - what kind of attitude will bring out success.</p>	<p>Whole group presentation in Hall in panel format. Each speaker presents for up to 10 mins including questions from the floor.</p>