

CAREER SKILLS DEVELOPMENT LEVEL IV
COURSE UNITS, OUTCOMES and DEMONSTRATIONS

Outcomes	Demonstrations
<p>Unit 1</p> <p>Inventory of Personal Resources</p> <ol style="list-style-type: none"> 1. Discover, through a self-assessment and reflection process, an individual inventory of personal resources. 2. Identify and discuss personal life/work resources and the relationship to career planning. 3. Identify employability skills required for today's rapidly changing workplace. 	<p>Unit 1</p> <p>Inventory of Personal Resources</p>
<p>Unit 1</p> <p>Inventory of Personal Resources</p> <ol style="list-style-type: none"> 1. Discover, through a self-assessment and reflection process, an inventory of personal resources. 	<p>Unit 1</p> <p>Inventory of Personal Resources</p> <ol style="list-style-type: none"> 1.1 demonstrate an understanding of the purpose and use of the self-assessment process. 1.2 identify personal values, interests, aptitudes, personality, and intelligences by using a self-assessment tool.
<p>Unit 1</p> <p>Inventory of Personal Resources</p> <ol style="list-style-type: none"> 2. Identify and discuss personal life/work resources and the relationship to career planning. 	<p>Unit 1</p> <ol style="list-style-type: none"> 2.1 identify resources beyond personal resources such as time, my allies and opportunities. 2.2 identify other influences and factors that may enter into the decision making process. 2.3 identify and practice effective time management and stress management strategies. 2.4 identify and reflect on a healthy lifestyle as a resource. 2.5 demonstrate an understanding of the link

CAREER SKILLS DEVELOPMENT LEVEL IV
COURSE UNITS, OUTCOMES and DEMONSTRATIONS

Outcomes	Demonstrations
	between personal resources and career planning.
<p>Unit 1</p> <p>Inventory of Personal Resources</p> <p>3. Identify employability skills required for today's rapidly changing workplace.</p>	<p>Unit 1</p> <p>Inventory of Personal Resources</p> <p>3.1 identify the three major skill sets required to get, keep and progress on a job. (Fundamental, teamwork, personal management from the Conference Board document)</p> <p>3.2 reflect on personal prior experiences at home, school, and work and in the community and identify the skills developed through these experiences</p>
<p>Unit 2</p> <p>Learning and Work Exploration</p> <p>4. Demonstrate an understanding of how the nature of work and realities of the workplace will influence their personal future choices and lifestyles.</p> <p>5. Explore a range of occupations that are of personal interest.</p> <p>6. Explore a variety of pathways to occupations of personal interest.</p> <p>7. Create career goals and a work plan.</p>	<p>Unit 2</p> <p>Learning and Work Exploration</p>

CAREER SKILLS DEVELOPMENT LEVEL IV
COURSE UNITS, OUTCOMES and DEMONSTRATIONS

Outcomes	Demonstrations
<p>Unit 2</p> <p>Learning and Work Exploration</p> <p>4. Demonstrate an understanding of how the nature of work and realities of the workplace will influence their personal future choices and lifestyles.</p>	<p>Unit 2</p> <p>Learning and Work Exploration</p> <p>4.1 investigate how work can affect lifestyle, explain the reasons why people work, and determine the value of work for oneself.</p> <p>4.2 explore the various forms of works such as casual, part time, contract, self employment, volunteerism, and entrepreneurship.</p> <p>4.3 explore the changing workplace and understand the impact of various forces such as changing technology and the global economy.</p> <p>4.4 apply demographer's trends and predictions and to local community and personal circumstances</p>
<p>Unit 2</p> <p>Learning and Work Exploration</p> <p>5. Explore a range of occupations that are of personal interest.</p>	<p>Unit 2</p> <p>Learning and Work Exploration</p> <p>5.1 identify career research methods such as Test Drive, Career Fairs, the Internet, community resources, interviews, job shadows, and volunteer work.</p> <p>5.2 complete occupational research using a variety of methods.</p> <p>5.3 compare Inventory of Personal Resources with occupational research that has been gathered.</p>

CAREER SKILLS DEVELOPMENT LEVEL IV
COURSE UNITS, OUTCOMES and DEMONSTRATIONS

Outcomes	Demonstrations
<p>Unit 2</p> <p>Learning and Work Exploration</p> <p>6. Explore a variety of pathways to occupations of personal interest.</p>	<p>Unit 2</p> <p>Learning and Work Exploration</p> <p>6.1 identify and describe a variety of pathways to obtain occupations of personal interest, e.g. apprenticeship, on the job training.</p> <p>6.2 assess a range of economic and social variables for a chosen occupation including; the costs associated with various forms of learning, how to finance an education, and the relationship between levels of education, employment and financial benefits over a lifetime.</p> <p>6.3 explore the benefits of various employment pathways, e.g. social, economic.</p> <p>6.4 evaluate personal suitability and fit for the programs of interest.</p>
<p>Unit 2</p> <p>Learning and Work Exploration</p> <p>7. Create career goals and a work plan.</p>	<p>Unit 2</p> <p>Learning and Work Exploration</p> <p>7.1 articulate career goals.</p> <p>7.2 create a career plan.</p>
<p>Unit 3</p> <p>Life/Work Building</p> <p>8. Demonstrate skills and strategies for seeking work.</p> <p>9. Explore the elements involved in keeping a job and progressing on the job.</p> <p>10. Demonstrate an understanding of the skills, knowledge and resources required to plan for successful life/work balance.</p> <p>11. Present their personal life/work portfolio.</p>	<p>Unit 3</p> <p>Life/Work Building</p>

**CAREER SKILLS DEVELOPMENT LEVEL IV
COURSE UNITS, OUTCOMES and DEMONSTRATIONS**

Outcomes	Demonstrations
<p>Unit 3 Life/Work Building</p> <p>8. Demonstrate skills and strategies for seeking work.</p>	<p>Unit 3 Life/Work Building</p> <p>8.1 demonstrate an understanding of job search strategies.</p> <p>8.2 complete an effective electronic, skills based and functional resume using appropriate word processing software and language.</p> <p>8.3 write cover letters appropriately using the principles of writing a cover letter.</p> <p>8.4 complete sample job applications free of error.</p> <p>8.5 respond effectively and appropriately to employment interview situations.</p> <p>8.6 demonstrate an understanding of appropriate responses to accept a job, reject a job offer or not be offered a job.</p>

CAREER SKILLS DEVELOPMENT LEVEL IV
COURSE UNITS, OUTCOMES and DEMONSTRATIONS

Outcomes	Demonstrations
<p>Unit 3 Life/Work Building</p> <p>9. Explore elements involved in keeping a job and progressing on the job.</p>	<p>Unit 3 Life/Work Building</p> <p>9.1 explore essential skills and personal qualities to become a valuable employee.</p> <p>9.2 identify and explore factors for successful job orientation.</p> <p>9.3 identify and explore employers' expectations.</p> <p>9.4 explain how teamwork benefits both team members and businesses.</p> <p>9.5 explore employees and employers rights and responsibilities.</p> <p>9.6 explore diversity and human rights issues in the workplace and identify ways to increase sensitivity.</p> <p>9.7 explore health and safety in the workplace.</p> <p>9.8 explore stress, its impact on physical and mental health and how to manage stress.</p> <p>9.9 explore how to prepare for and react to on the job evaluations to improve job performance</p>
<p>Unit 3 Life/Work Building</p> <p>10. Demonstrate an understanding of the skills, knowledge and resources required to plan for successful life/work balance.</p>	<p>Unit 3 Life/Work Building</p> <p>10.1 generate solutions for coping with personal and family pressures on life/work balance.</p> <p>10.2 explore the concept of "lifelong learning" and identify methods and resources for continuing to learn.</p>
<p>Unit 3 Life/Work Building</p> <p>11. Present their personal life/work portfolio.</p>	<p>Unit 3 Life/Work Building</p> <p>11.1 select appropriate pieces of work for their</p>

CAREER SKILLS DEVELOPMENT LEVEL IV
COURSE UNITS, OUTCOMES and DEMONSTRATIONS

Outcomes	Demonstrations
	personal life/work portfolio. 11.2 explain the significance of each piece presented in their portfolio 11.3 vary the presentation of their portfolio to suit the audience and situation