

# Work Studies

## Course Structure and Requirements

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### **CORE** (30 indicative hours)

#### **My Working Life**

This core topic is mandatory for all students.

### **MODULES** (15–30 indicative hours each)

1. In the Workplace
2. Preparing Job Applications
3. Workplace Communication
4. Teamwork and Enterprise Skills
5. Managing Work and Life Commitments
6. Personal Finance
7. \* Workplace Issues (the prerequisite module is *In the Workplace*)
8. \* Self-Employment (the prerequisite module is *Managing Work and Life Commitments*)
9. \* Team Enterprise Project (the prerequisite module is *Teamwork and Enterprise Skills*)
10. Experiencing Work (one or two of these modules may be undertaken provided that they do not exceed 50 percent of course time)
11. School-Developed Module (one or two of these modules may be undertaken, provided that they do not exceed 25 percent of course time).

Modules 7, 8 and 9, indicated by an asterisk, require the completion of prerequisite modules or appropriate prior learning.

# Course Themes

The themes, listed below, are integrated through each of the modules in the *Work Studies* syllabus. They relate closely to the course outcomes and apply across a variety of employment and life contexts. They are required not only to gain work, but also to assist individuals progress in the workplace and participate as active and informed citizens.

## 1. CAREER PLANNING

focusing on:

- different work environments, skills for employment, employment options, career management, life planning, and further education and training
- self-management
- influences on people's working lives
- personal and social influences

## 2. PERFORMING WORK TASKS

focusing on:

- education, training and skills for different types of work
- self-management
- communicating and using technology
- planning, organising and problem solving
- personal and social influences

## 3. WORKING WITH OTHERS

focusing on:

- different types of work
- teamwork
- influences on people's working lives
- cross-cultural understanding and skills

## 4. MANAGING CHANGE

focusing on:

- self-management
- teamwork
- planning, organising and problem-solving
- personal and social influences