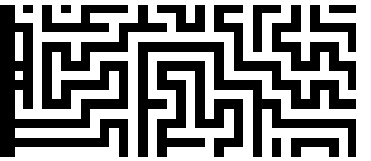




contents

Section A1 How to use the myfuture Training Kit



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A1.1 Purpose of the myfuture Training Kit

The purpose of the myfuture Training Kit is to provide career practitioners with:

- a guide to using the information and services available through Australia's national online career information system, www.myfuture.edu.au (referred to as **myfuture** in this kit); and
- a comprehensive set of **myfuture** Activities and suggested programmes of those activities to assist people to use **myfuture** effectively in undertaking career development and planning.

A1.2 Target audience

This kit has been designed for career practitioners operating in a range of settings. This includes school career advisers, teachers, career counsellors, graduate career advisory practitioners, vocational training and education (VTE) career advisers, government-funded transition advisers (Local Community Partnerships, etc), community based practitioners and more.

A1.3 Content summary

The myfuture Training Kit consists of four **Parts**, containing several Sections, including:

Part A – Overview	Information on how to use the myfuture Training Kit , background to the myfuture website and a Trainers' Guide for those training career practitioners in the use of myfuture .
Part B – myfuture Services	Comprehensive user guides for the main areas of the site, including The Facts and My Guide . A Practitioner's Guide is also provided for using myQuiz .
Part C – myfuture Settings	Information on using myfuture in different settings including schools, vocational training and education settings, higher education institutions and school to work transition programmes. Suggested programmes of myfuture Activities using the myfuture Activity Bank are provided.
Part D – myfuture Activities	An extensive myfuture Activity Bank is provided. This bank draws on myfuture information and services, to assist users undertaking career development and planning.

A1.4 How to use the kit

The kit has been designed for use in the delivery of the **myfuture Training Programme** for career practitioners. The kit can also be used independently by career practitioners to gain an understanding of the information and services available through **myfuture**.

A **myfuture Trainers' Guide**, included as a section in this kit, has been developed to assist people training career practitioners in the use of **myfuture**.

A1.5 Important actions and tips

Tips and suggested actions are included throughout the kit. These are highlighted with the **myfuture** logo as shown below.



A1.6 Guides for myfuture services (Part B)

Part B provides details about the information and services available in **myfuture**, how to navigate the site, search and browse the comprehensive information on the site; create a **My Guide** account; and complete activities. The main features of the site, **The Facts** and **My Guide** are provided in Part B. A Practitioner's Guide on how to make the most of **myQuiz**, a set of digital learning objects, is also provided in Part B.

Sections will be added to Part B as they become available.

A1.7 Using the kit in your setting (Part C)

myfuture can be used in a wide range of settings and contexts. Part C of the kit includes sections to assist those who are providing assistance to people undertaking career development and planning in groups, individually and/or on a one to one basis in a range of settings.

Each section provides:

- information about how **myfuture** can contribute to career development and planning in particular settings;
- a suggested programme of orientation activities (quick start and extension);
- suggested programmes of activities covering the foundations of career development and planning using **myfuture**;
- suggested programmes of activities by theme (eg job searching, understanding the world of work, researching courses and programs); and
- information on related resources.

A1.8 myfuture Activities (Part D)

The kit contains a comprehensive range of activities using **myfuture** to assist career practitioners and clients with career development and planning. Part D includes the following:

myfuture Activity Bank Menu	A table of activities from which career practitioners can choose to tailor career development and planning activities for clients. The table details the area of the site from which the activity relates, applicable settings, an estimate of time to allocate to the activity and objective(s).
myfuture Activity Bank	A comprehensive range of activities, with instructions for those being assisted and space for recording responses and/or notes. These can be printed, photocopied or saved electronically. Career Practitioners can also add group discussion ideas and questions to the activities to suit their client group.

A1.9 Updates to the kit

All sections of the kit can be separately downloaded from www.myfuture.edu.au. The kit will be amended, updated and added to as necessary to reflect the ongoing development of the website; and to accommodate the feedback received from practitioners.

Each time an update occurs, a notice will be placed on the **myfuture** website and practitioners will be able to download the relevant page, activity or section.

A1.10 Feedback about the kit

Feedback and suggestions for the kit are encouraged to ensure the kit meets the needs of career practitioners. Feedback can be provided via email by visiting www.myfuture.edu.au and selecting **Contact Us**.

A1.11 Acknowledgements

myfuture is a joint initiative of the Australian, State and Territory Governments. The **myfuture Training Programme**, which includes the production of this kit, has been funded by the Department of Education, Employment and Workplace Relations (DEEWR).

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