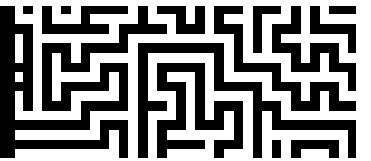




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Section C1 Using myfuture in schools



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C1.1 Section overview

This section includes:

- a description of how **myfuture** can facilitate career education programmes in secondary schools;
- information on locating **myfuture**;
- suggested programmes using the **myfuture Activity Bank** activities to assist in the delivery of career education programmes;
- suggested programmes of **myfuture Activities** by career education themes; and
- information to assist in locating resources on **myfuture** to help you deliver career education programmes.

C1.2 Section audience

This section is designed for career practitioners operating in school settings, for example:

- subject teachers;
- career teachers;
- career guidance officers;
- career counsellors;
- vocational training and education coordinators; and
- government funded youth transition programme advisors.

C1.3 Secondary school target groups

Secondary school target groups covered in this section are:

- younger secondary school students; and
- older secondary school students.

Specific year levels for target groups have not been specified as this may vary from jurisdiction to jurisdiction.

C1.4 Facilitating career education using myfuture

Part A and Part B of this kit contain information regarding the content and services provided by www.myfuture.edu.au. Please refer to these sections for comprehensive overviews of the range of information available on career related topics and activities within **My Guide** that assist in career development and planning.

myfuture can facilitate career education for students attending secondary schools in many ways, including:

- fostering curiosity about career exploration and planning;
- providing a broad range of information about work and employment (for example, occupations, industries, trends of work and job searching);
- providing access to extensive up-to-date information about education and training in Australia (for example, courses and programmes, providers and more);
- enabling students to develop, modify, and save a life stage specific personal profile using **My Guide** which **myfuture** uses to generate occupational suggestions to explore;
- guiding students through a career decision-making and career pathway planning process; and
- providing access to information to support students in implementing their career pathway plans.

C1.5 Locating myfuture on the Internet

To locate the site, open an internet browser and enter the following website URL:

<http://www.myfuture.edu.au>.



Internet connection: Low bandwidth may cause your network to slow down making it slower to switch between pages on the site, particularly if a large group at your location access the site at the same time. It is recommended that you stagger the logon of students or clients working in groups to enable your network process requests more quickly.



To make returning to the **myfuture** homepage easy, go to **bookmarks** or **favourites** and add **myfuture.edu.au**.

- Internet Explorer: click on **favourites** then add to **favourites**.
- Netscape: click on **bookmarks** then **add bookmark**.



Internet access is required for all **myfuture** Activities. One computer per student is required for many activities. One computer between two students is suitable for group activities.

C1.6 myfuture Activities

An extensive range of **myfuture** Activities have been developed to assist younger and older secondary school students undertaking career education programmes in class, individually or in career guidance/counselling sessions. These activities use the information and career exploration services available on **myfuture**.

Suggested programmes of activities and **Suggested programmes of activities by theme** are presented in this section to assist career practitioners in their preparation of career education programmes.

Career practitioners can also select from the full range of **myfuture** Activities to suit the career development and planning needs of students, and to reflect the current knowledge and experiences of their students.

The **myfuture Activity Bank Menu** and **myfuture** Activities are located in **Part D** of the kit.



The **myfuture Activities** can be:

- individually downloaded from www.myfuture.edu.au;
- saved electronically by career practitioners and students;
- modified by career practitioners to tailor activities further; and
- printed and photocopied to complete in hard copy.



Activities are complemented by Part B of the kit. This part contains information describing how to navigate, search, browse and use the various services within myfuture, eg **The Facts** and **My Guide**. You may find it helpful to refer to these sections before using the **myfuture Activities**.

C1.7 Suggested programmes of activities

Below are some suggested programmes of activities to cover a range of career development issues to support students in secondary school. The programmes range from a quick introduction to the website to more in-depth sets of activities designed to guide students along the key steps in career development and planning, as contained in **My Guide**.



As students progress from the younger secondary years to being an older secondary student, they should change their life stage to older secondary student. This will ensure that the **My Guide** activities and the articles in **The Facts** are appropriate to the stage of development of students.

C1.7.1 Orientation activities - quick start

If your students are new to the **myfuture** website the following activities will provide them with a quick introduction to **myfuture**. Activities cover navigation, search and browse, and introductory **My Guide** exercises.

- Activity 1** Getting Around **myfuture**
- Activity 4** Locating Occupational Information
- Activity 8** Creating a **My Guide** Account
- Activity 11** **My Guide** Orientation: Identifying My Interests
- Activity 12** **My Guide** Orientation: Exploring Career Ideas

C1.7.2 Orientation activities – extension

The following set of optional activities could be completed individually by students as extension activities for homework or during class time to help consolidate their introduction to the website.

- Activity 2** **myfuture** Quiz – Introduction
- Activity 5** Locating Industry Information
- Activity 6** Location Labour Market Information
- Activity 7** Locating Course and Program Information
- Activity 9** The **My Guide** Maze

C1.7.3 My Guide activities - stage 1

These activities provide students with an introduction to the key steps in career development and planning by working through **My Guide** activities. Activities 40 and 48 build upon orientation activities 11 and 12 in which students will identify current and planned education and explore related occupations.

Activity 9 The **My Guide** Maze

Activity 35 **My Guide**: Preparing & Reviewing – What is a Career?

Activity 40 **My Guide**: Identifying – Education and Training

Activity 48 **My Guide**: Exploring Career Ideas based on Education and Training

C1.7.4 My Guide activities - stage 2

Students continue their journey along the career development maze in **My Guide**, with these activities, helping them to form a career development plan.

Activity 53 **My Guide**: Deciding My Career Preferences

Activity 54 **My Guide**: Summarising and Defining a Career Direction Part 1

Activity 59 **My Guide**: Planning 1 – Career Pathways

Activity 61 **My Guide**: Doing

C1.8 Suggested programmes of activities by theme

The programmes of activities below are grouped according to themes and can be undertaken as a single set. Alternatively career practitioners may select any number of the activities to form their own set.

C1.8.1 Job search tools and techniques

This set of activities addresses a range of issues relating to job searching, marketing to an employer, considering a range of avenues including how to get into small business, New Apprenticeships or general employment and help with settling into a new workplace.

Activity 62 **My Guide**: Doing – Job Search Tools and Techniques

Activity 58 **My Guide**: My Job Vacancies

Activity 26 **The Facts**: Resume Construction 1

Activity 28 **The Facts**: Resume Construction 2

Activity 30 **The Facts**: Resume Construction 3

Activity 32 **The Facts**: Cover Letters

Activity 64 **My Guide**: Doing – Start a New Job

Activity 63 **My Guide**: Doing – Starting and Running a Small Business

C1.8.2 Understanding the concept of career & the world of work

This set of activities examines the key elements that make up a career, highlighting the modern concept that a career is more than just a job. Activities also address work rights and responsibilities issues, patterns of work (including part-time and shift work) and some orientation activities to highlight the various parts of **myfuture** and, in particular, **My Guide** that assist with career development.

Activity 20 **The Facts**: My Career

Activity 21 **The Facts**: Explore the World of Work

Activity 23 **The Facts**: Patterns of Work

Activity 24 **The Facts**: Work Rights and Responsibilities

Activity 34 **My Guide**: Preparing and Reviewing – Why Work

Activity 2 **myfuture** Quiz – Introduction

C1.8.3 Course investigation for further education or training

This set of activities assists students to explore the range of course and programme options available in Australia. Activities also include exploring a range of education and training providers, awards and scholarships and details about the Australian Qualifications Framework (AQF).

Activity 16 The Facts: Exploring Education and Training Providers

Activity 17 The Facts: Search and Browsing Courses and Programmes

Activity 18 The Facts: Exploring Awards and Scholarships

Activity 25 The Australian Qualifications Framework (AQF)

C1.9 Other resources for career practitioners in schools

The Facts contains numerous articles and links that can be used as resources or source materials for career development programmes and career guidance and/or counselling services. Refer to Part B of the kit to find a description of the articles and links that can be accessed in **The Facts**.

C1.10 Links to resources to support school career advisors

The Career Advisors in Schools link in **Assist Others** contains many resources including:

- resources to support student attendance at career expos;
- the **myfuture** career quiz sheet;
- links to career websites related to learning areas, accessible through the Teachers link;
- links to information on a range of school-to-work transition topics; and
- links to career education programmes, resources, reports, and projects.

C1.11 Professional Learning

The **Assist Others** section of myfuture contains links to information and resources to promote the professional learning of career development facilitators, including:

- the **myfuture** Training Kit;
- the Australian Career Development Studies (www.career.edu.au);
- ReCap;
- the Australian Blueprint for Career Development;
- professional associations for career development practitioners;
- Professional Standards for Career Practitioners;
- DEST Scholarships for Career Advisors to participate in study or industry placements;
- Career Education Elective for Pre-service Teachers;
- reports and research; and
- information on policy, programmes and initiatives in the area of career development.