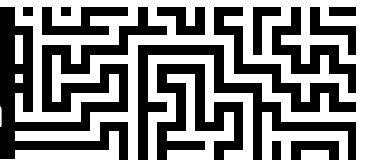




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Section C3 myfuture in vocational training and education



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C3.1 Section overview

This section includes:

- a description of how **myfuture** can facilitate career development and planning for people accessing vocational training and education ;
- information on locating **myfuture**;
- suggested programmes using the **myfuture Activity Bank** assist in the delivery of career development and planning;
- suggested **myfuture Activities** by career education themes; and
- information to assist in locating resources on **myfuture** to help career practitioners providing services in vocational training and education programmes.

C3.2 Section audience

This section is designed for career practitioners operating in vocational education and training settings, for example:

- career advisors in Registered Training Organisations (Institutes of TAFE and private providers); and
- Australian Apprenticeship Centres.

C3.3 Vocational training and education target groups

Target groups covered in this section are:

- vocational training and education students; and
- Australian Apprentices/trainees.

C3.4 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 the activities within **My Guide** that assist in career development and planning.

myfuture can facilitate career education for students participating in vocational training and education in many ways, including:

- fostering curiosity about career exploration and planning;
- facilitating career self-management;
- 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.

C3.5 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 the logon of students is staggered 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 people is suitable for group activities.

C3.6 myfuture Activities

A number of **myfuture Activities** have been developed to assist vocational training and education students undertaking career development and planning activities with the assistance of career practitioners and/or individually.

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 and guidance/ counselling sessions.

Career practitioners can also select from the full range of **myfuture Activities** to suit the career development planning needs of the clients they are assisting in vocational training and education settings.

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**.

C3.7 Suggested programmes of activities

Below are some suggested programmes of activities to cover a range of career development and planning issues to support students in vocational training and education . The programmes range from a quick introduction to the website to more in-depth sets of activities guiding students along the keysteps in career development as contained in **My Guide**.



Students that have previously used myfuture and have a **My Guide** account may need to change their life stage to further education and training student. This will ensure that the **My Guide** activities and the articles in **The Facts** are appropriate to the stage of development of the students.

C3.7.1 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

C3.7.2 Orientation activities – extension

The following set of optional activities could be completed individually by students as extension activities to help consolidate their introduction to the website.

- Activity 3** **myfuture** Quiz – Intermediate
- Activity 5** Locating Industry Information
- Activity 6** Locating Labour Market Information
- Activity 7** Locating Course and Program Information
- Activity 10** The **My Guide** Maze - Intermediate

C3.7.3 My Guide activities - stage 1

These activities provide students with an introduction to the key steps in career development and planning by working through the **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 10 The **My Guide** Maze - Intermediate
- 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

C3.7.4 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

C3.8 Suggested programmes of activities by theme

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

C3.8.1 Job search tools and techniques

This group 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

C3.8.2 Understanding the concept of career & the world of work

This set of activities looks into 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**, 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 3 **myfuture** Quiz – Intermediate

C3.8.3 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.

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)

C3.9 Other resources for career practitioners in vocational training and education

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 for a description of the articles and links that can be accessed in **The Facts**.

C3.10 Links to resources to support career practitioners in vocational training and education

The University or TAFE Career Advisors link in **Assist Others** contains many resources including:

- information relating to VET research, participation and student outcomes;
- scholarships, fellowships, and grants;
- training information;
- government career and transition programmes;
- industry career profiles related to fields of tertiary study;
- information on adult learning;
- Australian Apprenticeships; and
- flexible learning.

C3.11 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 website (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.