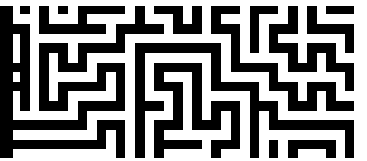




# contents

## Section D1 myfuture Activity Bank Menu



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## D1. myfuture Activity Bank Menu

The **myfuture Activity Bank Menu** provides a complete listing of the **myfuture Activities**. The menu enables career practitioners to choose activities to suit client needs and tailor career development and planning activities.

The **myfuture Activity Bank Menu** consists of the following tables:

**Table 1:** myfuture Orientation activities

**Table 2:** The Facts activities

**Table 3:** My Guide activities

The tables provide the following information:

<b>Activity Number:</b>	For example '1'. The number will have an asterisk if an answer sheet is provided.
<b>Activity Title:</b>	For example 'Getting around <b>myfuture</b> '.
<b>Site Reference:</b>	Indicates the section of the site the activity utilises.
<b>Objectives:</b>	Intended objective(s) of the activity.
<b>Approximate time:</b>	Indicative time to complete the activity.
<b>Setting:</b>	<p>Activities may be suitable for one or more settings, for example:</p> <p><b>All</b> Suitable for all sectors/ages  <b>Older Sec</b> Older secondary student  <b>Schools</b> Older and Younger Secondary  <b>STW</b> School to Work or further education/training  <b>VET</b> Vocational training and education  <b>HE</b> Higher Education  <b>ACE</b> Adult and Community Education</p>

**Table 1: myfuture Orientation Activities**

Number	Title	Site Reference(s)	Objective(s)	Time (mins)	Setting
1	Getting around myfuture	The entire site	<ul style="list-style-type: none"> <li>Learn to navigate myfuture.</li> </ul>	10	All
2	myfuture Quiz -Introductory	Home Page > The Facts > Help	<ul style="list-style-type: none"> <li>Learn to navigate myfuture.</li> <li>Learn about what is in myfuture.</li> </ul>	10	Schools STW
3	myfuture Quiz - Intermediate	Home Page > The Facts > My Guide > Help	<ul style="list-style-type: none"> <li>Learn to navigate myfuture.</li> <li>Learn about what is in myfuture.</li> </ul>	10-20	VET HE ACE
4	Locating Occupational Information	The Facts > Work and Employment > Occupations	<ul style="list-style-type: none"> <li>Learn to locate occupational information.</li> </ul>	10-20	All
5	Locating Industry Information	The Facts > Work and Employment > Industries	<ul style="list-style-type: none"> <li>Learn to locate industry information.</li> </ul>	10-20	All
6	Locating Labour Market Information	The Facts > Work and Employment > Labour Market Information	<ul style="list-style-type: none"> <li>Learn to locate labour market information.</li> </ul>	10-20	All

Number	Title	Site Reference(s)	Objective(s)	Time (mins)	Setting
7	Locating Courses and Program Information	The Facts > Education and Training > Courses and Programs	<ul style="list-style-type: none"> <li>Learn to locate course and program information.</li> </ul>	20	All
8	Creating a <b>My Guide</b> Account	My Guide > New User	<ul style="list-style-type: none"> <li>Learn to create a <b>My Guide</b> account.</li> </ul>	10	All
9	The <b>My Guide</b> Maze	My Guide	<ul style="list-style-type: none"> <li>Learn about what is in <b>myfuture</b>.</li> </ul>	20	Schools
10	The <b>My Guide</b> Maze – Intermediate	My Guide	<ul style="list-style-type: none"> <li>Learn what each stage of the <b>My Guide</b> maze offers.</li> </ul>	20	<b>STW</b> <b>VET</b> <b>HE</b> <b>ACE</b>
11	<b>My Guide</b> Orientation: Identifying <b>My Interests</b>	My Guide > Identifying > Interests	<ul style="list-style-type: none"> <li>Learn how to use the identifying part of <b>My Guide</b>.</li> </ul>	20	All
12	<b>My Guide</b> Orientation: Exploring Career Ideas	My Guide > Explore	<ul style="list-style-type: none"> <li>Learn how to use the exploring part of <b>My Guide</b> after identifying interests.</li> </ul>	20	All

**Table 2: The Facts activities**

(Note: Introductory activities for The Facts are activity numbers 4, 5, 6 & 7)

Number	Title	Site Reference(s)	Objective(s)	Time (mins)	Setting
13	The Facts: Exploring Occupations	The Facts > Work and Employment > Occupations	<ul style="list-style-type: none"> <li>Learn about occupational profiles.</li> </ul>	30	All
14	The Facts: Exploring Industries	The Facts > Work and Employment > Industries	<ul style="list-style-type: none"> <li>Learn about industry profiles.</li> </ul>	30	All
15	The Facts: Exploring Labour Market Information	The Facts > Work and Employment > Industries	<ul style="list-style-type: none"> <li>Learn about labour market information.</li> </ul>	30	All
16	The Facts: Exploring Education and Training Providers	The Facts > Education and Training > Education and Training Providers	<ul style="list-style-type: none"> <li>Learn about education and training providers.</li> </ul>	30	All
17	The Facts: Searching Courses and Programmes	The Facts > Education and Training > Courses and Programmes	<ul style="list-style-type: none"> <li>Learn about available courses and programmes.</li> </ul>	20	All

Number	Title	Site Reference(s)	Objective(s)	Time (mins)	Setting
18	The Facts: Exploring Awards and Scholarships	The Facts > Funding > Awards and Scholarships	<ul style="list-style-type: none"> <li>Learn about Awards and Scholarships.</li> </ul>	20	All
19	<b>The Facts: Exploring Contact Organisations</b>	The Facts > Contacts > Contact Organisations	<ul style="list-style-type: none"> <li>Learn about contacting organisations.</li> </ul>	20	All
20	<b>The Facts: My Career</b>	The Facts > Careers > My Career	<ul style="list-style-type: none"> <li>Locate and read a myfuture article and record components of a career</li> </ul>	30	All
21	<b>The Facts: Explore the World of Work</b>	The Facts > Careers > My Career	<ul style="list-style-type: none"> <li>Locate and read a myfuture article and learn about the world of work.</li> </ul>	30	All
22	<b>The Facts: Career Links</b>	The Facts > Careers > Career Links	<ul style="list-style-type: none"> <li>Learn about the information that can be obtained from a career link.</li> </ul>	30	Schools STW VET
23	<b>The Facts: Patterns of Work</b>	The Facts > Work and Employment > Patterns of Work	<ul style="list-style-type: none"> <li>Learn about current patterns of work and growth and decline in industries and occupations.</li> </ul>	30	All

Number	Title	Site Reference(s)	Objective(s)	Time (mins)	Setting
24	<b>The Facts: Work Rights and Responsibilities</b>	The Facts > Work and Employment > Work Rights and Responsibilities	<ul style="list-style-type: none"> <li>Learn about work rights and responsibilities.</li> </ul>	15	All
25	<b>The Facts: Australian Qualifications Framework</b>	The Facts > Education and Training > Qualifications	<ul style="list-style-type: none"> <li>Understand the Australian Qualifications Framework.</li> </ul>	30	All
26	<b>The Facts: Resume construction part 1</b>	The Facts > Work and Employment > Get that Job	<ul style="list-style-type: none"> <li>Learn about various styles of resumes.</li> </ul>	30	Schools STW VET
27	<b>The Facts: Resume construction part 1</b>	The Facts > Work and Employment > Get that Job	<ul style="list-style-type: none"> <li>Learn about various styles of resumes.</li> </ul>	30	VET HE ACE
28	<b>The Facts: Resume construction part 2</b>	The Facts > Work and Employment > Get that Job	<ul style="list-style-type: none"> <li>Learn about content and presentation of resumes.</li> </ul>	30	Schools STW VET

Number	Title	Site Reference(s)	Objective(s)	Time (mins)	Setting
29	The Facts: Resume construction part 2	The Facts > Work and Employment > Get that Job	<ul style="list-style-type: none"> <li>Learn about content and presentation of resumes.</li> </ul>	30	VET HE ACE
30	The Facts: Resume construction part 3	The Facts > Work and Employment > Get that Job	<ul style="list-style-type: none"> <li>Construct a resume.</li> </ul>	30	Schools STW VET
31	The Facts: Resume construction part 3	The Facts > Work and Employment > Get that Job	<ul style="list-style-type: none"> <li>Construct a resume.</li> </ul>	30	VET HE ACE
32	The Facts: Cover Letter	The Facts > Work and Employment > Get that Job	<ul style="list-style-type: none"> <li>Write a cover letter.</li> </ul>	30	Schools STW VET
33	The Facts: Cover Letter	The Facts > Work and Employment > Get that Job	<ul style="list-style-type: none"> <li>Write a cover letter.</li> </ul>	30	VET HE ACE

### Table 3: My Guide activities

(Note: Introductory activities for My Guide are activity numbers 8, 9,10,11 & 12)

#### Preparing/Reviewing

Number	Title	Site Reference(s)	Objective(s)	Time (mins)	Setting
34	<b>My Guide:</b> Preparing and Reviewing – Why Work?	My Guide > Preparing/Reviewing	<ul style="list-style-type: none"> <li>Learn about why people work.</li> </ul>	20	All
35	<b>My Guide:</b> Preparing and Reviewing –What is a Career?	My Guide > Preparing/Reviewing	<ul style="list-style-type: none"> <li>Learn about careers and career development.</li> </ul>	30	Schools STW VET
36	<b>My Guide:</b> Preparing and Reviewing – What is a Career?	My Guide > Preparing/Reviewing	<ul style="list-style-type: none"> <li>Learn about careers and career development.</li> </ul>	30	VET HE ACE
37	<b>My Guide:</b> Preparing and Reviewing – Changing Direction	My Guide > Preparing/Reviewing	<ul style="list-style-type: none"> <li>Learn about changing career direction and the implications</li> </ul>	30	VET HE ACE
38	<b>My Guide:</b> Preparing and Reviewing – Return to Work	My Guide > Preparing/Reviewing	<ul style="list-style-type: none"> <li>Learn about possible issues associated with returning to work after a long absence.</li> </ul>	30	VET HE ACE All

## Identifying

Number	Title	Site Reference(s)	Objective(s)	Time (mins)	Setting
39	<b>My Guide:</b> Identifying - Interests	My Guide > Identifying > Interests	<ul style="list-style-type: none"> <li>Identify interests to help build a personal profile.</li> </ul>	30	All
40	<b>My Guide:</b> Identifying - Education And Training	My Guide > Identifying > Education	<ul style="list-style-type: none"> <li>Identify planned and current education and training to help build a personal profile.</li> </ul>	30	All
41	<b>My Guide:</b> Identifying - Preferred Study and Work Locations	My Guide > Identifying > Location	<ul style="list-style-type: none"> <li>Identify preferred work and study locations to help build a personal profile.</li> </ul>	30	All
42	<b>My Guide:</b> Identifying – Aspirations – Role Model	My Guide > Identifying > Aspirations	<ul style="list-style-type: none"> <li>Identify aspirations to help build a personal profile.</li> </ul>	30	All
43	<b>My Guide:</b> Identifying – Aspirations – Life Project	My Guide > Identifying > Aspirations	<ul style="list-style-type: none"> <li>Identify aspirations to help build a personal profile.</li> </ul>	30	All

Number	Title	Site Reference(s)	Objective(s)	Time (mins)	Setting
44	<b>My Guide:</b> Identifying – Preferred Work Conditions	My Guide > Identifying > Work Conditions	<ul style="list-style-type: none"> <li>Identify preferred work conditions to help build a personal profile.</li> </ul>	30	Older Sec STW VET HE ACE
45	<b>My Guide:</b> Identifying – Skills	My Guide > Identifying > Skills	<ul style="list-style-type: none"> <li>Identify current, developing and enjoyed skills to help build a personal profile.</li> </ul>	30	Older Sec STW VET HE ACE
46	<b>My Guide:</b> Identifying – Knowledge	My Guide > Identifying > Knowledge	<ul style="list-style-type: none"> <li>Identify current, developing and enjoyed knowledge to help build a personal profile.</li> </ul>	30	Older Sec STW VET HE ACE

## Exploring

Number	Title	Site Reference(s)	Objective(s)	Time (mins)	Setting
47	<b>My Guide:</b> Exploring - Interests	My Guide > Exploring > Interests	<ul style="list-style-type: none"> <li>Learn to explore career ideas generated as a result of identifying interests.</li> </ul>	30	All
48	<b>My Guide:</b> Exploring - Education and Training	My Guide > Exploring > Education and Training	<ul style="list-style-type: none"> <li>Learn to explore career ideas generated as a result of identifying education &amp; training options.</li> </ul>	30	All
49	<b>My Guide:</b> Exploring - Study and Work Locations	My Guide > Exploring > Study and Work Locations	<ul style="list-style-type: none"> <li>Learn to explore career ideas generated as a result of identifying preferred study &amp; work locations.</li> </ul>	30	All
50	<b>My Guide:</b> Exploring - Study and Work Conditions	My Guide > Exploring > Study and Work Conditions	<ul style="list-style-type: none"> <li>Learn to explore career ideas generated as a result of identifying preferred work conditions.</li> </ul>	30	Older Sec STW VET HE ACE
51	<b>My Guide:</b> Exploring - Skills	My Guide > Exploring > Skills	<ul style="list-style-type: none"> <li>Learn to explore career ideas linked to identifying skills..</li> </ul>	30	Older Sec STW VET HE ACE

Number	Title	Site Reference(s)	Objective(s)	Time (mins)	Setting
52	<b>My Guide:</b> Exploring - Knowledge	My Guide > Exploring > Knowledge	<ul style="list-style-type: none"> <li>Learn to explore career ideas linked to identifying knowledge areas</li> </ul>	30	Older Sec STW VET HE ACE

### Deciding

Number	Title	Site Reference(s)	Objective(s)	Time (mins)	Setting
53	<b>My Guide:</b> Deciding - Comparing Career Preferences	My Guide > Deciding	<ul style="list-style-type: none"> <li>Learn about deciding between career preferences</li> </ul>	30	All

### Summarising

Number	Title	Site Reference(s)	Objective(s)	Time (mins)	Setting
54	<b>My Guide:</b> Summarising and Defining a Career Direction - part 1	My Guide > Summarising	<ul style="list-style-type: none"> <li>Learn how to use the My Summary.</li> </ul>	20	School STW VET
55	<b>My Guide:</b> Summarising and Defining a Career Direction - part 2	My Guide > Summarising	<ul style="list-style-type: none"> <li>Learn how to use the My Summary.</li> </ul>	30	School STW VET

Number	Title	Site Reference(s)	Objective(s)	Time (mins)	Setting
56	<b>My Guide:</b> Summarising and Defining a Career Direction - part 3	My Guide > Summarising	<ul style="list-style-type: none"> <li>Learn how to use the My Summary.</li> </ul>	30	School STW VET
57	<b>My Guide:</b> Summarising and Defining a Career Direction - Intermediate	My Guide > Summarising	<ul style="list-style-type: none"> <li>Learn how to use the My Summary.</li> </ul>	20	HE ACE
58	<b>My Guide:</b> My Job Vacancies	My Guide > My Summarising > My Guide > Exploring	<ul style="list-style-type: none"> <li>Learn how to use Persona profile to find job vacancies to match career favourites.</li> </ul>	30	All

### Planning

Number	Title	Site Reference(s)	Objective(s)	Time (mins)	Setting
59	<b>My Guide:</b> Planning - Career Pathways	My Guide > Planning	<ul style="list-style-type: none"> <li>Learn how to develop a career pathway plan.</li> </ul>	20	All
60	<b>My Guide:</b> Planning - Setting Goals	My Guide > Planning	<ul style="list-style-type: none"> <li>Learn how to develop a career pathway plan.</li> </ul>	20	All

## Doing

Number	Title	Site Reference(s)	Objective(s)	Time (mins)	Setting
61	<b>My Guide:</b> Doing	My Guide > Doing	<ul style="list-style-type: none"> <li>Learn how to implement a career pathway plan.</li> </ul>	20	All
62	<b>My Guide:</b> Doing - Job Search Tools and Techniques	My Guide > Doing > Get A Job > Know How to Make an Employer Want to Hire You	<ul style="list-style-type: none"> <li>Learn about resumes, cover letters, application forms and interviews.</li> </ul>	20	School STW VET
63	<b>My Guide:</b> Doing - Starting and Running a Small Business	My Guide > Doing > Enterprise for Young People	<ul style="list-style-type: none"> <li>Learn about enterprise and small business.</li> </ul>	30	School STW VET
64	<b>My Guide:</b> Doing - Start a New Job	My Guide > Doing > Start a New Job Young People	<ul style="list-style-type: none"> <li>Learn about adjusting to a new job.</li> </ul>	30	School STW VET
65	<b>My Guide:</b> Doing - Starting and Running a Small Business	My Guide > Doing > Enterprise and Small Business	<ul style="list-style-type: none"> <li>Learn about enterprise and small business.</li> </ul>	30	HE VET
66	<b>My Guide:</b> Doing - Start a New Job	My Guide > Doing > Start a New Job Adults	<ul style="list-style-type: none"> <li>Learn about adjusting to a new job.</li> </ul>	30	HE VET
67	<b>My Guide:</b> Doing - Job Search Tools and Techniques	My Guide > Doing > Know How to Make an Employer Want to Hire You	<ul style="list-style-type: none"> <li>Learn about resumes, cover letters, application forms and interviews.</li> </ul>	30	HE VET