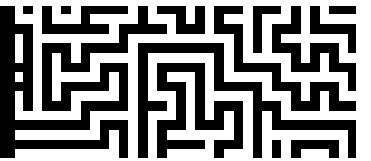




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## Section C5 myfuture in adult and community education



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### C5.1 Section overview

This section includes:

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

### C5.2 Section audience

This section is designed for career practitioners operating in adult and community education settings.

### C5.3 Adult and community education target groups

Target groups covered in this section are participants in adult and community education including those:

- seeking to re-enter the workforce;
- seeking to undertake further education and training;
- seeking to upskill;
- job searching; and
- seeking to change career directions.

### C5.4 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](http://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 adult and community 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 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.

## C5.5 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.

## C5.6 myfuture Activities

A number of **myfuture Activities** have been developed to assist adult and community education students undertaking career development and planning with the assistance of career practitioners 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 guidance and/or counselling sessions.

Career practitioners can also select from the full range of **myfuture Activities** to suit the career development planning needs of the students they are assisting in adult and community education.

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](http://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**.

## C5.7 Suggested programmes of activities

Below are some suggested programmes of activities to cover a range of career development issues to support students. The programmes range from a quick introduction to the website onto more in depth sets of activities guiding students along the key steps in career development and planning 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.

### C5.7.1 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

### C5.7.2 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

### **C5.7.3 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 36** **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

### **C5.7.4 My Guide activities - stage 2**

Students continue the 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 – Comparing My Career Preferences
- Activity 57** **My Guide**: Summarising and Defining a Career Direction - Intermediate
- Activity 59** **My Guide**: Planning 1 –Career Pathways
- Activity 61** **My Guide**: Doing

## **C5.8 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.

### **C5.8.1 Job search tools and techniques**

This group of activities addresses a range of issues relating to job searching, marketing to an employer, general employment and help with settling into a new workplace.

- Activity 67** **My Guide**: Doing – Job Search Tools and Techniques
- Activity 58** **My Guide**: My Job Vacancies
- Activity 27** **The Facts**: Resume Construction 1
- Activity 29** **The Facts**: Resume Construction 2
- Activity 31** **The Facts**: Resume Construction 3
- Activity 33** **The Facts**: Cover Letters
- Activity 66** **My Guide**: Doing – Start a New Job
- Activity 65** **My Guide**: Doing – Starting and Running a Small Business

### **C5.8.2 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** 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 3** **myfuture** Quiz – Intermediate

## C5.9 Other resources for career practitioners in adult and community education

The **Facts** contains numerous articles and links that can be used as resources or source materials for career development workshops, career counselling, and online development services. Refer to **The Facts** section of the **myfuture Training Kit** for a description of the articles and links that can be accessed in **The Facts**.

**myfuture** articles and links of particular significance to adult and community education settings accessible from **The Facts** include:

- **Adult and Community Education** which highlights the career development benefits of adult and community education. It includes a link to listings of adult and community education providers and courses in Australia.
- **Get that Job – adults** includes information on changing jobs, returning to the workforce after a long absence, job search tools and techniques, starting a new job, work opportunities and more.
- **Enterprise and Small Business** which includes information on the nature of small business in Australia, getting started in a small business, planning for success, links to small business support services and more.

## C5.10 Links to resources to support career practitioners in adult and community education

**Assist Others** contains links to many resources and information, including:

- links to Australian Apprenticeship opportunities;
- training information;
- government careers and transitions programmes;
- increasing mature age worker participation in VET;
- graduate career destinations, earnings, employment prospects and course satisfaction;
- industry career profiles related to fields of tertiary study;
- university careers and employment services;
- recognition for prior learning;
- flexible learning; and more

## C5.11 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](http://www.career.edu.au));
- 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.