

# Build a Working Future

Session Three | All About the World of Work



Each activity will have the symbol on the left next to it. Please complete at least 3 activities in each booklet. The more the e-career counsellor gets to know you, the more they can help you find options that work for your life and future.



Know yourself and see your value



Understand pathways to build your opportunities



Understand the world of work and what employers expect



Plan NOW for your working future

Name: \_\_\_\_\_

Date Due: \_\_\_\_\_

## Acknowledgement

The University of Southern Queensland acknowledges the traditional custodians of the lands and waterways where the University is located. Further, we acknowledge the cultural diversity of Aboriginal and Torres Strait Islander peoples and pay respect to Elders past, present and future.

**Build a Working Future (Facilitator's Handbook and the five Session Booklets) by the University of Southern Queensland is licensed under a Creative Commons Attribution Non-commercial 4.0 International Licence, except where otherwise noted. All images contained within this guide retain their copyright or original Creative Commons Licences and can only be re-used under their respective licences.**

**Note that corporate logos and branding are specifically excluded from the Creative Commons Attribution-Non-commercial International 4.0 Licence of this work and may not be reproduced under any circumstances without the express written permission of the copyright holders.**

Here is a space to write or draw any responses you might have to the feedback provided to you from your e-career counsellor.



# Question Time

Understanding what a job is like, and what people like about it can help you decide on whether it is a job for you in the future. One way to find out about a job is to ask people already doing the work.

What would you like to ask an employer? What would you like to know about their job or career?

**What Job would you like to learn more about?** \_\_\_\_\_



**Below are a set of example questions you might like to ask an employer. Tick up to 3 questions you would like answers to, or write your own. Your e-career counsellor will ask an employer or a person who works in the same field for you.**

- 1** What do you enjoy about your job?
- 2** What does a normal day include?
- 3** What challenges you about this job?
- 4** What does your job pay?
- 5** What are the other staff like?
- 6** What hours do you work?
- 7** What qualifications or experience did you need to get your job?
- 8** What tips do you have for someone who wants a job like yours?
- 9** How long did it take for you to find your job?
- 10** How did you get your job?
- 11** How many people do you work with?
- 12** Would someone with a criminal record be eligible to do this job?
- 13** \_\_\_\_\_
- 14** \_\_\_\_\_
- 15** \_\_\_\_\_

# Find the Jobs



**Look at the picture on the next page. How many jobs can you find in the picture?**

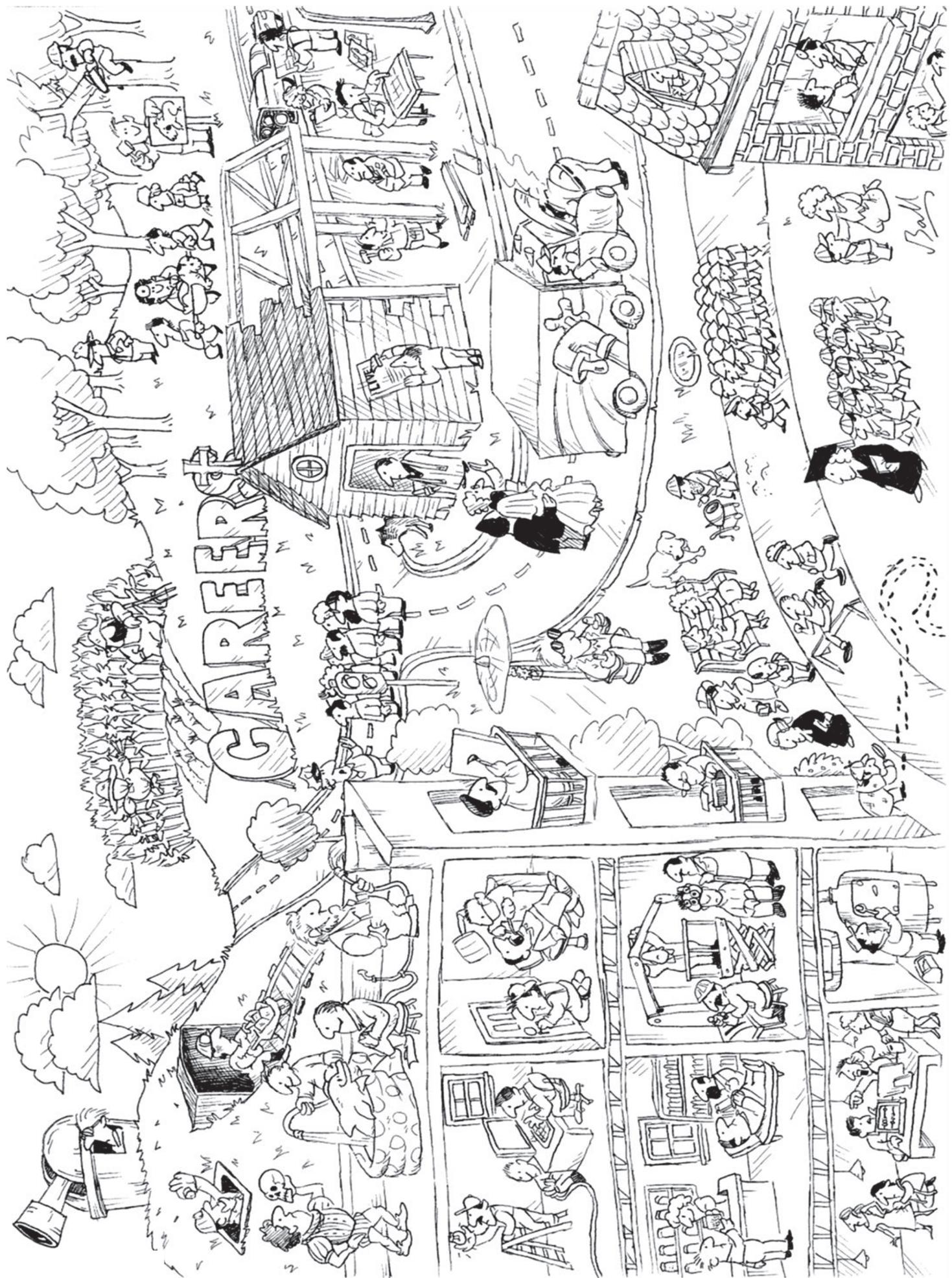
**Using the list of jobs on this page to guide you, circle or colour the jobs in the picture that you do know.**

**When looking at the jobs, consider the clues you are using to recognise each job (what are they wearing, where they are working, what they are doing...)**

**Draw yourself into the picture. Where would you be?**

There are thousands and thousands of different jobs, and most people are unaware that many exist. This activity is designed to help you see some different options.

Plumber	Actor
Locksmith	Miner
Dentist	Gardener
Pharmacist	Vet
Psychiatrist	Vet Nurse
Optometrist	Electrician
Technician	IT Technician
Police Officer	Ranger
Artist	Aborist
Author	Paramedic
Private	Wildlife Officer
Cartographer	Mechanic
Defence Force Member	Aged Care Worker
Investigator	Childcare Worker
Astronomer	Fitness Instructor
Nurse	Religious Leader
Inventor	Engineer
Judge	Concreter
Teacher	Administration Officer
Builder	Event Manager
Counsellor	Project Manager
Dental Assistant	Fashion Designer
Youth Worker	Truck Driver
Handyperson	Road Worker



# What jobs are there?

On this page and the next page a variety of jobs are described. Each description provides a few words about the job's tasks, what people who do this job are interested in and what is important to them. These are provided for your information.

## Astronomer

- seek to understand how the universe works
- interested in science
- curious

## Army

- protects and defends the country in various ways
- interested in outdoors
- adventurous, team player

## Actor

- tell stories via plays, television, movies, theatre, radio and other modes
- interested in society
- sociable, confident

## Accountant

- manages, records and maintains financial transactions
- interested in maths
- methodical

## Arborist

- specialises in the proper care and maintenance of trees
- interested in nature, the outdoors
- adventurous, athletic

## Artist

- creates works of art in varied ways enriching culture
- interested in culture
- creative

## Boiler maker

- construct steel / metal products
- interested in manual work
- industrious, logical

## Business manager

- leads and encourages others to run a business efficiently
- interested in systems, business, people
- leader, influential, organised

## Carpenter

- builds, creates and designs things of wood
- interested in manual design
- curious, independent

## Chaplain / minister

- provides spiritual support, preaches
- interested in people
- compassionate, patient

## Community liaison officer

- works with people in the community in order to achieve an aim (e.g. community safety, public awareness)
- interested in society, people
- communicator, leader, outgoing

## Childcare worker

- provides safe, fun, educational care and play for children
- interested in children and families
- caring, energetic

## Concreter

- works as part of a building team to pour, set and finish concrete works
- interested in creating / making
- industrious, team player

## Computer technician

- installs, repairs and maintains computers
- interested in systems, science
- focussed

## Doctor

- diagnoses and treats people with medical illness
- interested in health, science, people
- caring, methodical, influential

## Detective

- observes people, places or situations to make assessments
- interested in science, people
- methodical, curious

## Dentist

- cares for dental / oral health of patients
- interested in health, science
- patient, caring, focussed

## Electrician

- installs, operates and repairs electrical systems
- interested in science and systems
- practical, methodical

## Elite athlete

- trains and competes in chosen sport
- interested in health and fitness
- determined, energetic

## Engineer

- design, create and build objects for varied purposes
- interested in science, systems
- curious, logical

## Event planner

- plans events for persons or organisations
- interested in details
- organised, decisive

## Executive assistant

- organises and manages high level persons
- interested in planning
- organised, methodical

## Farmer

- produces foods from the natural environment
- interested in nature, outdoors
- committed, industrious

## Fashion designer

- studies trends, sketch, make and designs fashion
- interested in art and design
- creative

## Fitness instructor

- helps people to live healthier with exercise and diet
- interested in health
- energetic, athletic

## Gardener

- creating and maintaining public and private gardens and natural reserves
- interests in nature, outdoors, plants
- athletic, industrious, creative

**Geologist**

- study the processes and structures of rock, minerals and earth
- interested in science, nature
- methodical, curious

**Inventor**

- thinks of good ideas and creates them to fill a purpose
- interested in ideas
- methodical, persistent, curious

**Journalist**

- researches, gathers and explains information about topical issues for the public
- interested in society, people, communication
- communicator, influential

**Lawyer**

- offers advice and opinions on legal matters, creates legal documents e.g. wills, contracts
- interested in justice, history
- focussed

**Locksmith**

- Specialises in locks and security
- Interested in how things work
- curious

**Marine architect**

- a type of engineer who specialises in marine vessels
- interested in science
- logical

**Machinery operator**

- operates machinery, tools and equipment usually in a factory
- interested in systems
- patient, team-oriented

**Market analyst**

- researches and analyses market conditions for a product or service, prepares reports
- interested in trends, data
- focussed, analytic

**Marine biologist**

- studies ecosystems of the ocean
- interested in natural environment, science, outdoors
- methodical, curious

**Media manager**

- manages the media profile of persons or groups
- interested in society
- outgoing, organised, influential

**Mechanic**

- maintains and repairs machinery such as engines
- interested in practical solutions
- curious, methodical

**Miner**

- retrieve precious metals and minerals from the earth
- interested in sciences
- industrious

**Midwife**

- assists during pregnancy and childbirth
- interested in health
- compassionate, caring

**Nurse**

- cares for the health of people, assists doctors
- interested in health, people
- compassionate, caring

**Park Ranger**

- manages and protects natural environs
- interested in nature
- industrious, adventurous, committed

**Pharmacist**

- dispenses, quality controls and counsels people in the proper use of medications
- interested in science, health
- methodical, caring

**Plumber**

- installs, repairs and maintains pipes for different purposes (e.g. water, gas)
- interested in systems
- problem solver, logical

**Psychologist / Counsellor**

- helps people to resolve problems in a positive way
- interested in people, society
- caring, compassionate

**Programmer**

- designs computing software to allow others to use applications/software with ease
- interested in science, systems
- industrious, patient, focussed

**Publicist**

- generates and increases public interest towards their client
- interested in communication, media
- influential, decisive, leader, communicator

**Rigger**

- moves heavy machinery, uses specialised equipment
- interested in construction, safety
- team-player

**Social worker**

- provides support, counsel and referral for vulnerable persons
- interested in people, society
- caring, genuine

**Stockbroker**

- monitors the market to profitably buy and sell stocks
- interested in finance
- decisive, influential, confident

**Sports coach**

- instructs and trains others to enhance their skills in sport
- interested in physical fitness, health
- athletic, influential, leader

**Teacher**

- helps people to learn, can specialise in a teaching area or general teaching
- interested in learning
- communicator

**Town planner**

- make informed decisions about the development of towns and cities
- interested in systems
- logical

**Veterinarian**

- looks after the medical needs of animals
- interested in animals and science
- kind

**Wildlife conservationist**

- protects wild life, educates and promotes awareness
- interested in animals, nature
- brave, committed, energetic

**Writer**

- writes stories, articles that inform or entertain
- interested in society
- creative, communicator,

# Inside or Outside jobs?

Thinking about what environment you would work in best is another way to help you decide what you want from your future.

**For example:** Would you rather work out in the fields in the farm under the sun and in the fresh air, or would you prefer to be inside in the heating or air conditioning working at a computer?



Check out the images across these 2 pages. Look at the inside jobs and the outside jobs. Which might work for you? Some people love the outside, others love the aircon, some like both!

Here's an example: Carolyn prefers inside jobs because she overheats easily living in Queensland. She prefers inside jobs where she does NOT sit down all day because she likes talking with people and having lots of different tasks to do. She still loves being outside, but mostly in the early morning and late afternoon (or all of winter if she gets the chance).



# So, Inside, Outside or maybe you like both?

**Which inside jobs look interesting?  
Put a square around 4 that appeal to  
you. Why are they interesting?**

**Which outside jobs look interesting?  
Put a square around 4 that appeal to  
you. Why are they interesting?**

1

1

3

2

3

•

4

\_\_\_\_\_

---



# Know your Skills

Each job will require specific skills but there are common skills for all jobs. On this page there is information about these skills.

Depending on the job, employers like hiring people with:



the right education



skills for the job



great personal skills

But no matter what experience you have, most employers are looking for people who:



work well with others



communicate clearly



work hard



solve problems

## What Employers Want

Even the experience gained from hobbies or sports give you valuable skills that you can apply to the workplace.



### What are core skills?

Core skills are about you and are not related to a specific job. Some of these skills include:

- working well with others
- communicating effectively
- working hard
- solving problems.



### What are technical skills?

Technical skills are related to specific jobs, acquired through a mix of studying and workplace experience. They are skills like:

- food preparation
- organising rosters and staff
- making sales
- using technology.



### How to gain workplace experience

You can develop your core and technical skills on the job through:

- part-time work
- casual work
- temporary jobs
- short-term work placements
- internships or volunteering.

You have developed lots of skills and experience through your work, school and family past etc. You can use these examples to help you think about examples of when you demonstrated a skill.



**On this page there are 2 Activities.**

**1. In the following list tick the skills that you have, and underline the skills you would like to develop more.**

**2. Imagine you are an employer and answer the 2 questions below.**

- Use teamwork in different situations
- Speak clearly / directly
- Adapt to new situations
- Create backup plans
- Create clear goals
- Use creative / innovative solutions
- Use technology (eg. computer)
- Continue to learn new things
- Keep up to date with technology
- Show independence in problem solving
- Use mathematics to solve problems
- Solve customer problems
- Think of different solutions to a problem
- Collect and understand information
- Identify opportunities
- Be open to new ideas
- Be resourceful
- Take initiative and make decisions
- Reflect and continually improve plans
- Have confidence in own ideas
- Use practical solutions
- Identify strengths of team members
- Coach, mentor, give feedback

- Listen to and understand instructions
- Read and understand documents
- Be creative
- Explain clearly ideas
- Be assertive
- Understand what customers need
- Add, subtract, multiply and divide numbers
- Identify opportunities
- Be open to new ideas
- Comfortable meeting new people
- Sharing information with team members
- Develop long term plans
- Organise people and tasks
- Be responsible
- Persuade a person to change their mind
- Understand another person's feelings
- Work well alone or in a team
- Work with various ages, genders etc.
- Respect each team members position
- Keyboard skills
- Be flexible with changes / new skills
- Negotiate a sale
- Time management

**2. Imagine you are running a business.**

**What top 4 skills would you look for in an employee?**

(see the previous page and the skills stated above)

---

---

---

---

**As an employer, why would you value these skills?**

---

---

---

---

# Which industries have more jobs available?



Read the next 2 pages. Circle 2 industries or jobs that you think you could consider. On the next page write down why these choices would suit you and what would challenge you?

Example: If you became a nurse and you couldn't stand blood, is this a career that would work for you?

## — Wondering what sort of job to look for? —

Some of the most commonly advertised jobs in Queensland are:



General clerks and office workers



Sales assistants



Registered nurses



Motor mechanics



Software and applications programmers



General labourers



Chefs



Aged and disability carers

## — Get to know the largest industries in Queensland —

Large employing industries in Queensland are:



Health care and social assistance

This includes jobs in hospitals, pathology labs, child care

Other industries that employ a lot of people are:



Professional, scientific and technical services

This includes everything from marketing to architecture, computer systems to legal work.

In Regional Queensland, large employing industries are:



Construction

Some examples are bricklaying, plumbing and carpentry.

## – Get to know the largest industries in Queensland –



### Manufacturing

Think of food and drink production, metal product manufacturing, machinery and equipment protection.



### Education and training

Think of teaching all ages and at school, uni or TAFE.



### Accommodation and food services

Think of hotels, caravan park operation, restaurants and catering.



### Retail trade

Think of supermarkets, service stations, clothing stores and online retailers.



### Public Administration & Safety

Some examples are government administration, court operations, defence, police services.

**INDUSTRY/JOB ONE:** \_\_\_\_\_

**Reasons I would suit this industry:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Challenges I would face:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INDUSTRY/JOB TWO:** \_\_\_\_\_

**Reasons I would suit this industry:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Challenges I would face:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# How you get paid

How people are employed is also changing. People are more likely to be employed on contract or in casual roles, rather than full time permanent positions.



Read the following forms of employment and write down an advantage and disadvantage for each. Circle the form of employment you would prefer?

## Full Time

Work a full working week (min 25 hours) eligible for various leave.

## Part Time

Work less hours than full time worker but same rate of pay.

## Casual

Hours of work vary according to the needs of the employer.

## Contract

Agreement on how a specific job is to be completed by a specific timeframe.

Nicole is working as a Factory Supervisor. She is a Full Time employee which means she works 8am to 3pm each weekday.

She is entitled to annual, personal, sick and carer's leave. During a public holiday she still receives pay.

Ann works at the same factory as Terry but is a Part Time employee. She works 8am — 3pm but only Monday, Tuesday & Wednesday.

Ann is also entitled to annual, personal, sick and carer's leave but only during the 3 days she works each week.

Jessica is a waiter at a local cafe during the school holidays. Her work hours are irregular due to only being needed when the cafe is very busy.

She is employed as a casual which means she is only paid for the days she works. There is no annual, personal, sick or carer's leave.

Rachel works as a Freelance Web developer. She decides the hours she will work on a project, her salary and payment terms. A client will reach out to Rachel and ask her to develop their website.

She is only paid for the days she works. There is no annual, personal, sick or carer's leave.



## Full Time

### Pros

---

---

---

### Cons

---

---

---

## Part Time

### Pros

---

---

---

### Cons

---

---

---

## Casual

### Pros

---

---

---

### Cons

---

---

---

## Contract

### Pros

---

---

---

### Cons

---

---

---

Here is a space to write or draw any extra notes.  
Please add any questions you have for the e-career counsellor.

