

# Build a Working Future

## Session One | All About Me



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.

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

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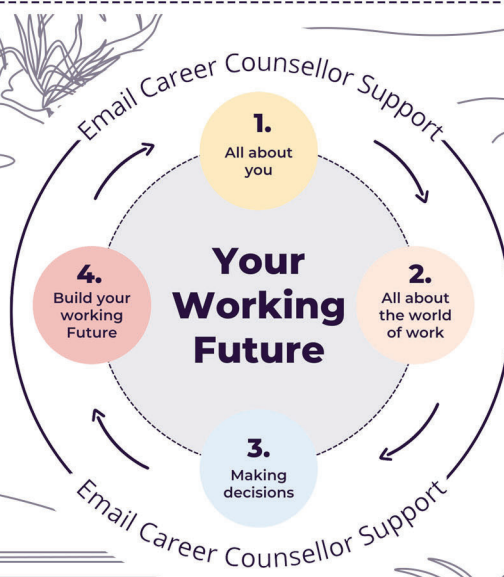
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# Family & Cultural Roles

In our families and communities there is a lot of work that needs to be done, and rules to follow. Sometimes we follow these rules when we don't even know we are doing so. For example, Amy's mum worked in the grocery store, so Amy also works there. Mercedes mum didn't finish year 10, so Mercedes thinks year 10 is good enough.

Everyone has different responsibilities and what our families and communities expect of us is different for everyone. These roles and expectations, may influence how you consider your career options. For example, one expectation might be that the eldest male is expected to be the main bread winner and the eldest female will care for her parents.

**Q1. What position are you in your family? There may be more than one.**

Eg. Mum, youngest, oldest, grandma, sister

**Q2. What work are you expected to do in your family and community?**

Eg. look after the kids, cook meals, earn an income, be a leader

**Q3. What roles are you expected to play as part of your cultural heritage?**

Eg. leader, elder, carer, singer

**Q4. Are there roles that you need to plan for in the future?**

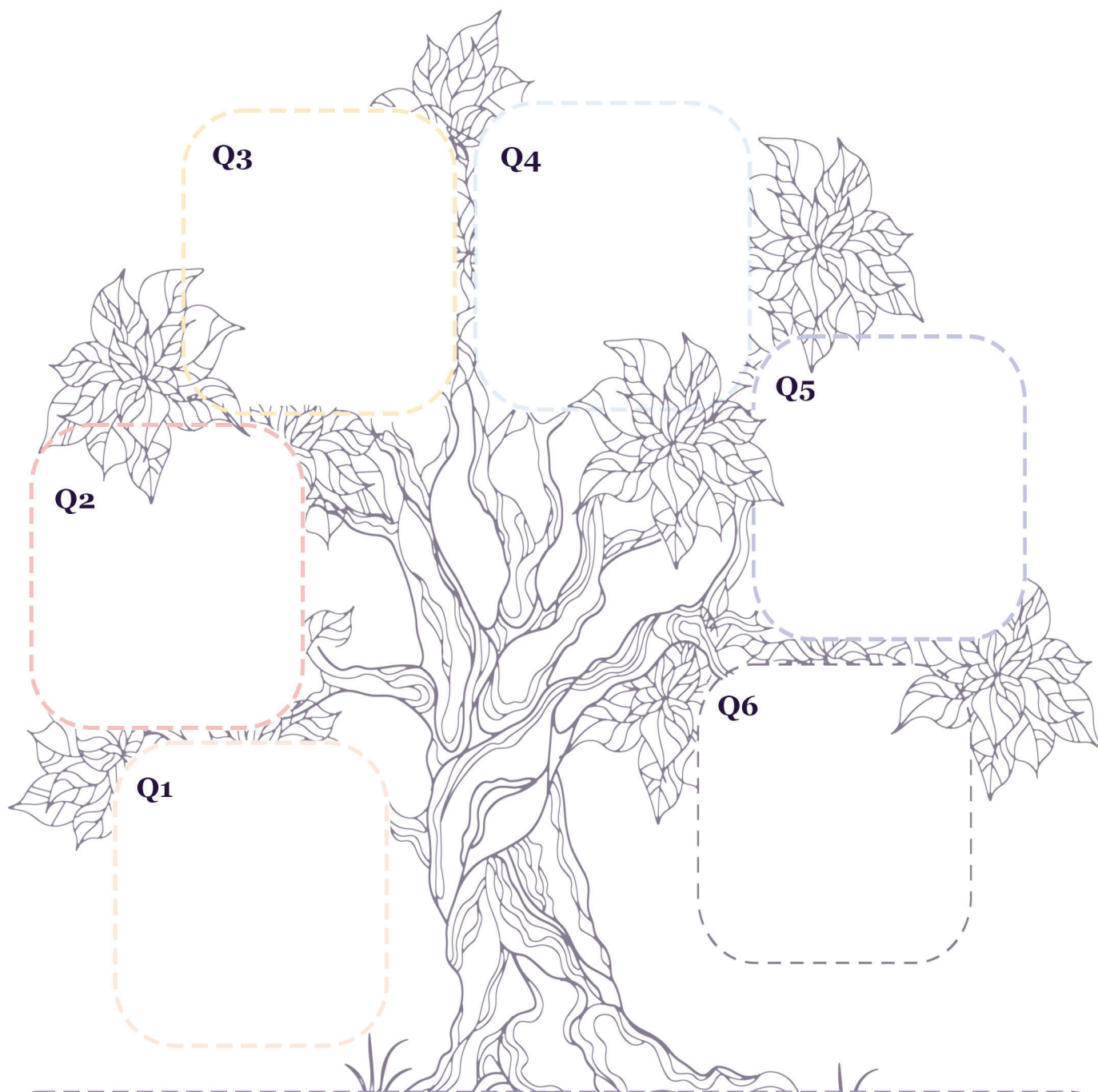
**Q5. What family or community expectations would you like to change?**

**Q6. What other roles, if any, do you play?**



**In the boxes and blank spaces located in the tree on the next page, write or draw answers for the above questions:**





**Is there anything more you would like to share about your family and/or cultural roles? If so, please add here.**



# What do you like to do?

Thinking about what you enjoy doing will help keep you interested in your study and work.



Each bubble below represents a type of activity. Circle the bubbles that describe something you would enjoy doing or similar.





On the previous page you completed a short career interest quiz, which helped you think about the things you enjoy doing. Now it is time to score it.



You may have noticed that the activities were grouped in categories, based on the colour of the bubble. Add up the number of marks for each colour category and write the total for each category in the corresponding colour.

THINKER	PERSUADER	ORGANISER	CREATOR	DOER	HELPER

**PLEASE NOTE:** The use of these colours in future activities are not related to this activity.

Record your results here. Place the one with the highest number first. If you have two with the same number, write them both on the same line.

**PREFERENCE 1:**

**PREFERENCE 2:**

**PREFERENCE 3:**



Think about your results, does the description sound like you? Would the people who know you agree? Think about people you know who you would describe as similar to yourself, what kind of work do they do?

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# What do you like to do?



You're a  
**THINKER**

You have a logical, curious, and orderly mind with a desire to solve problems, and you always manage to develop practical solutions.

Your sharp intellect allows you to quickly grasp how things work.

You enjoy activities where you can observe, investigate and explore.



You're a  
**PERSUADER**

You are an enthusiastic, ambitious and driven individual with great entrepreneurial spirit. Your adventurous spirit motivates you to take risks, take charge and compete to be number one.

You're motivated by reputation, money, and status, and you're not afraid to tackle a challenge head on. Your exceptional speaking skills persuade others to your way of thinking.



You're an  
**ORGANISER**

You're a conscientious individual who tends to follow the rules. You loathe disorganisation and prefer routine.

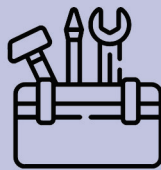
You're efficient and practical mind prefers to work to a schedule and follow order. You prefer tasks where your high attention to details is appreciated. You excel in orderly, logical and practical tasks.



You're a  
**CREATOR**

You're a creative and spontaneous soul with an open mind. You rely on your feelings and imagination and have a passion for working with ideas and innovative concepts.

You enjoy working with people, especially when solving problems and using your hands.



You're a  
**DOER**

You're genuine and practical with a down-to-earth persona, and enjoy using and interacting with things, rather than people.

You're all about action, getting things done. You prefer to be outdoors working with material objects and interacting with the environment. You have a no-nonsense view on life.



You're a  
**HELPER**

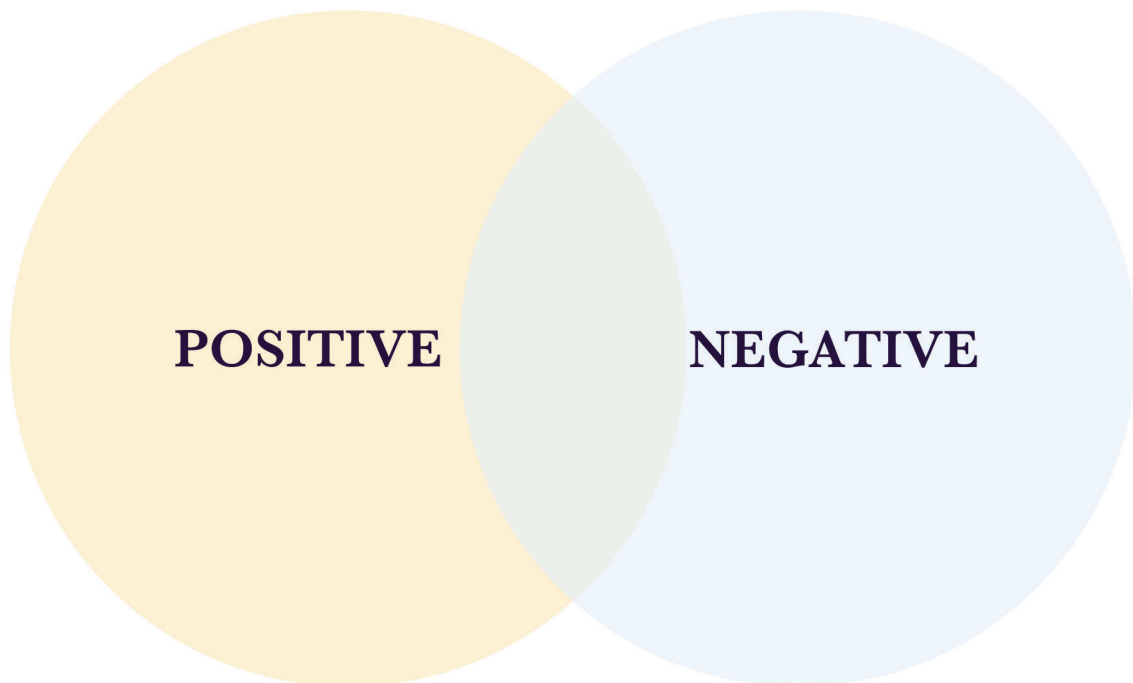
You're a kind, caring and empathetic soul with a big heart. You're often concerned with the welfare of people and can be drawn to humanistic or social causes. You prefer to work in a setting where you can socialise, build relationships and improve society. You enjoy working in teams and with people one-on-one.

# Life Influences

Many things influence the decisions we make personally and at work, positively, negatively, and sometimes both. Who, and what influences you will (and has) changed over time.



Write the words below into the circle where you think they fit. Then, choose three words. In the boxes below, write **HOW** each of your chosen words can influence you in a good way.



Parents   Siblings   Grandparents   Carers   Family  
Media   Friends or Peers   Where you live   Social Media   The Environment   Money  
Teachers   Bosses   Government   Culture   Education

INFLUENCE ONE	INFLUENCE TWO	INFLUENCE THREE



# Positives and Negatives

Being appreciated is an important part of feeling good about what you do. Doing things that are meaningful and that you do well also makes you feel good.



Read the below statements and write down examples for yourself.

When have you had the opportunity to have a role where you know it matters, and you know you can do it well?

E.g., I became a mum and I know what I do in that role is important.

When have you felt valued and appreciated for a job or role you have had?

E.g., My sister has always told me that I am a good listener and I help her out.

When have you been able to focus on your most important tasks?

E.g., I liked my night cleaning job because I like it when things are clean, and people left me to get the job done well.

What has challenged you about work (paid or unpaid) in the past?



Here are some examples. Circle the challenges you have had, or add your own.

Write here how you overcame one of these challenges.



Work Location



Lack of respect for you as a person

What you do does not make a difference

Can't see a future

Feel unqualified for the job

Long Hours

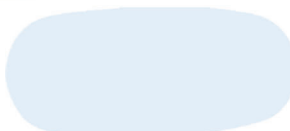
Bad Management

Lack of resources necessary to do your job well

Bad Pay

Inflexible hours

Repetitive Tasks



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# Writing your Career Story

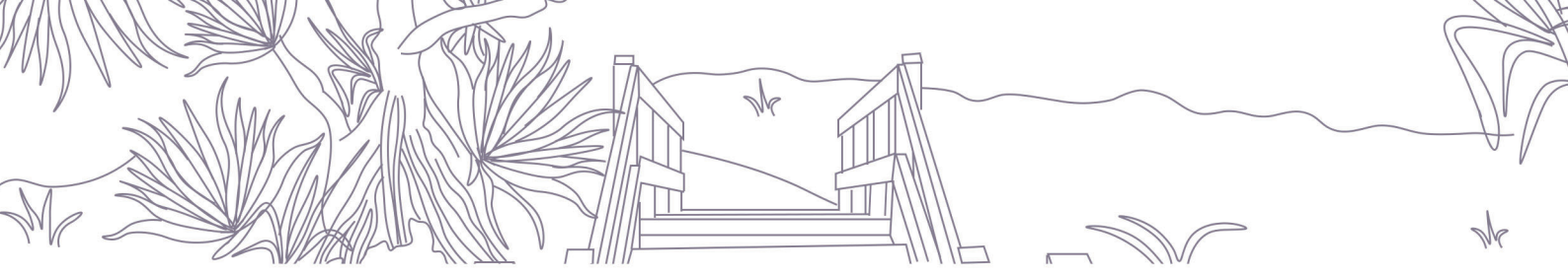
**Your “career” includes all the paid, or unpaid work, you have done across your life. The roles you have held (like mother, friend, or sister), and the paid jobs you have had.**

Choosing or changing your career pathway can be exciting and challenging, but it can also be quite a lot of work. You will need to think about yourself in ways that will allow you to get a clear understanding of what might be possible. Most of all, you will need to look at the big picture of your career and life. Feeling your way through some options and trying on some new ideas will require you to be open to new experiences. The outcome of a wide career exploration will be better decisions.

You are about to write a short story about yourself. This story will take you through your personal life and the broader influences on your career. You will create a unique and personal story about you.

To write your story you will go through a series of steps from 1 to 5. Each step builds upon the previous one and goes towards completing this chapter of your career history.

To get you started, work through the first step containing some warm-up questions.



## Step 1: Some Warm-Up Questions



**Answer these warm-up questions in your mind. Don't spend too much time on each. Write some brief notes at the bottom of the page if you need to or share your ideas with a tutor or Education Officer.**

### Notes:

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## Step 2: Get a Big Picture View

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We know that career is not just about your interests and work. Every person has a unique life and one that is affected by a whole lot of different influences, some obvious and others not. This second step will help you to see the big picture of your career.

The image on the next page shows a picture of influences on your career. Close to the centre are influences that are more specific to you, and those that relate to your community, mob, or the environment are further out. So are the influences like the employment market, legal system, and government.

All of these influences affect your career in some way, some more than others.

### Chance

The arrows represent chance events and how your life can be affected by them.

### Change over time

The past, present and future shows how your influences change over time, and how your memories, and your hope for the future can affect your life.

### ----- Relatedness

Each influence is surrounded by a dotted line. This shows how influences affect you and how they can effect each other.

### Notes:

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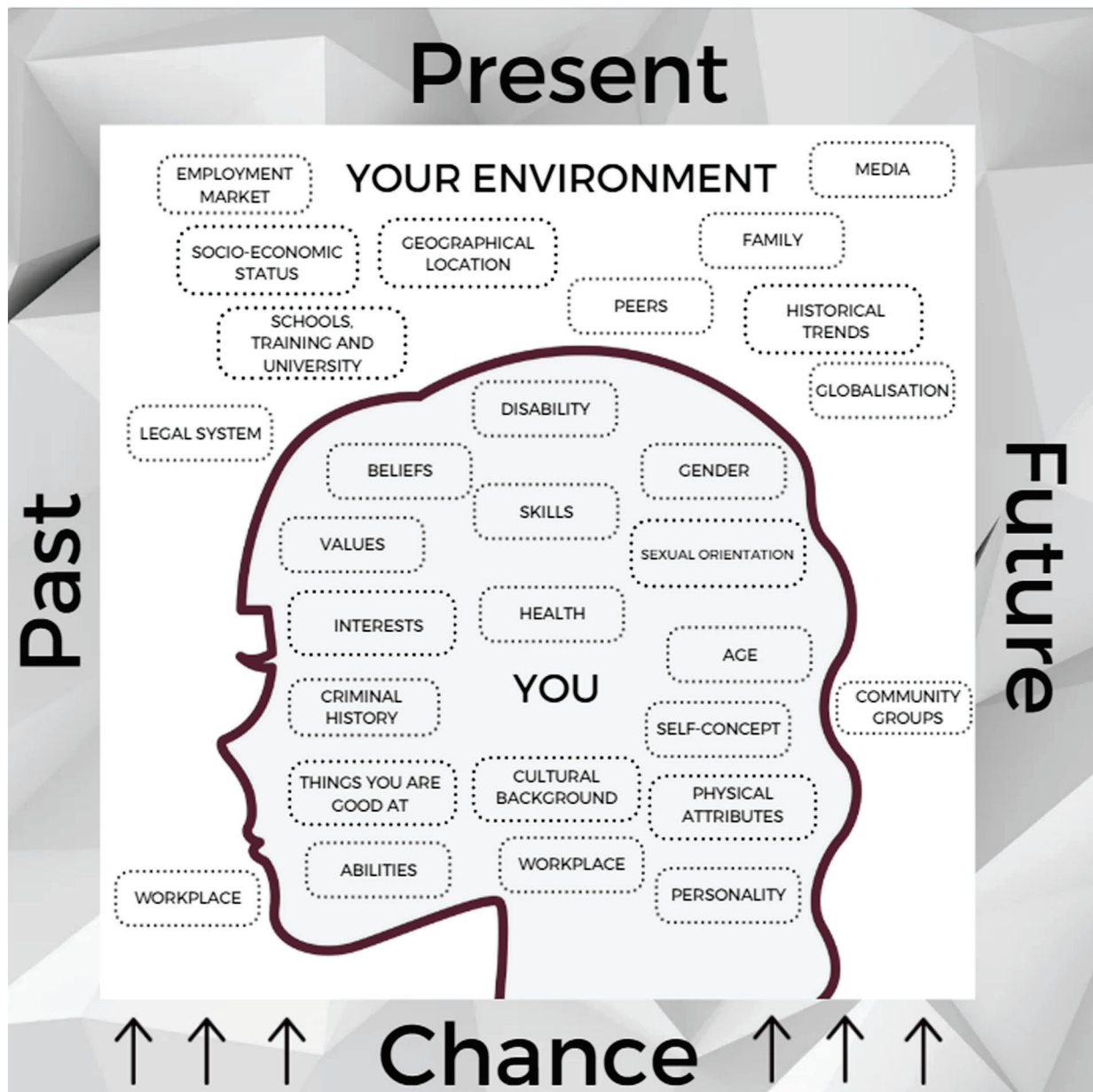
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For now, just have a look at the figure and consider each influence for a few moments. Circle the influences that have had a big impact on your career.



Adapted from: Diagram of Systems Theory Framework, copyright © 1999 by Patton & McMahon.

## Step 3: Writing the Story



Now, you write your story.  
Complete the part-sentences  
on the following pages.  
Complete as many as you can.  
Each part-sentence relates to  
one of your influences. You  
may write more if you like.

Let us say that the  
sentence begins with “My  
friends say that I should....”.  
You could write:

“My friends say  
that I should go  
into floristry”

OR

“My friends say that I should  
do what makes me happy,  
but I’m not sure what would  
exactly! I feel excited and  
nervous thinking about it.”

This can be tough, but  
you can do it, and it’s  
important.

I hope that in the future,  
my career/ roles in life...

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Being interested in...

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The skills I want to be good at are...

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Future studies or training will...

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By the time I exit prison I...

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To me work means...

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My ideal work location would be...

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The values that are most important to me will affect...

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I have a dream and can see myself leaving prison and...

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I believe that my gender should...

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A social life should...

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My cultural background gives me...

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The industry in which I want to work...

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I morally believe that...

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My financial status affects me by...

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The skills I want to be good at are...

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The job market is...

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My friends think that...

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An ideal workplace for me would...

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I want to know about...

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My health will...

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## Step 4: Time to read it to yourself (with a twist)

You, the writer, are going to read it aloud to yourself as if you are also your younger self.

You are going to read it to yourself as if you were three years younger—that is, the writer here-and-now is reading to your younger self way back then. It sounds a bit strange, but it is an amazing learning process that will allow you to listen to yourself across time and build a meaningful story.

**This is what you have to do:**

**1.** Think about where you were living? Try to recall the sound of your voice, your hair, your face, and the sort of clothes you used to wear. This is not easy but think back to three years ago.

**2.** Read your completed sentences to your younger you. Do it now whilst it is fresh in your mind.

**3.** Now you have read the sentences, it is time to get some feedback from your younger self. What would they say to you about the last few years and what you have done? Write down your feedback.

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**4.** Now please finish the following sentences, and keep in mind everything you have written:

Thinking about the future, I want my future career to start with:

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In the Notes section below share with your e-career counsellor anything about your story that might influence the type of choices you might make in the future.

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.





# Your Criminal Record



We have been working on understanding YOU so far, and we know that there are a lot of worries that you might have about your criminal record. This page is all about recording those worries, and for you to understand how criminal checks work for employers and different jobs across different industries. Some examples are shared across the next two pages.

## **Q. Can I get work even though I have a criminal record?**

Yes, you can still get work, but you will need to take your criminal record into consideration when deciding what job and what employer. There are some jobs you may not be able to get because of your criminal record. This is because it could prevent you from doing a key part of the job or because in some industries employers are legally not allowed to employ people with certain types of criminal records.

For example: People with a criminal conviction may be able to work as a courier or truck driver, but not if they have been convicted of driving related offenses or if they would be working in an industry where they required to have a security clearance to enter the workplace.

So how your criminal record will impact you getting a job will depend on your unique story and this will include what your conviction was for, what you have done to make a change and what the job is.



**Write down your worries about your criminal record and future work.**

**1.**

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**2.**

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**3.**

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**Are there any jobs you have been interested in that you are worried will not be available to you?**

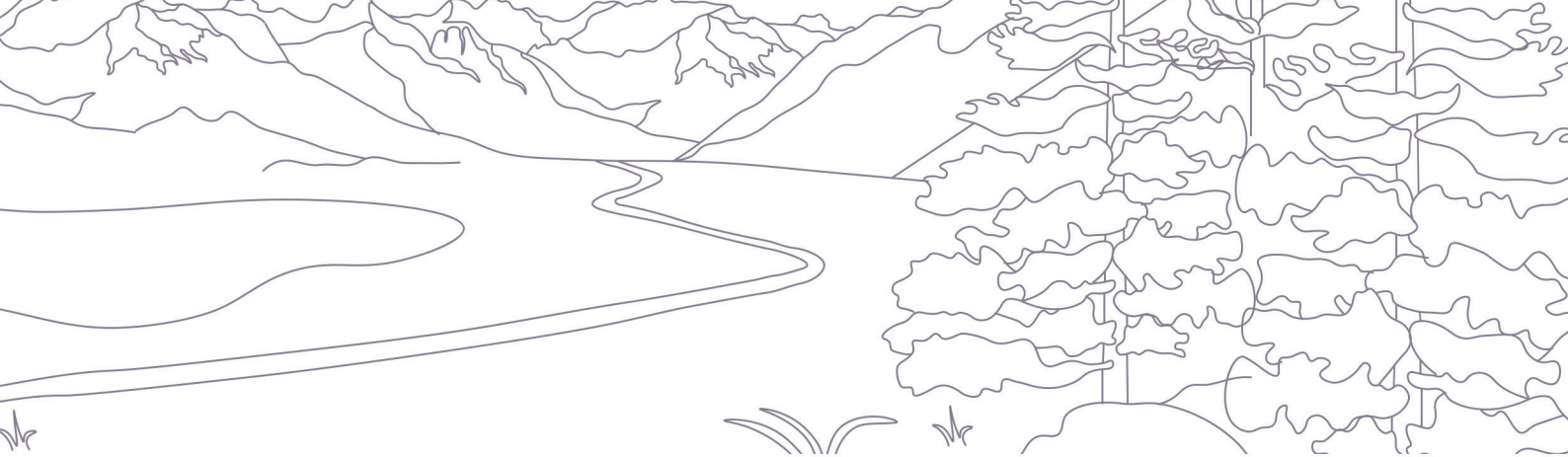
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**Share these jobs with your career counsellor and they will research and let you know more about these roles.**



**Q. My criminal record lasts forever, so what's the point of trying to get work?**

Depending on your state or territory your convictions will never disappear but they can be “spent” and then they will not appear on a criminal check. It is still possible to get work with a criminal history, it depends on your conviction, and the state or territory in which you live.



**Would you like any information on “spent convictions” for a particular state or territory?  
Which state or territory?**

NSW    QLD    ACT    NT    WA    SA    VIC    TAS

**Q. Will I have to tell employers that I have a criminal history?**

If an employer asks about your criminal history without any legal obligation to get the information or request a national police check, it is up to you whether you decide to tell them or agree to the Check. If the check is not mandatory and you refuse, this may make an employer doubt your suitability for the role.

**Write down any worries you might have about sharing your criminal record with an employer:**

While refusing a background check may put doubts in the employer's mind, by law they cannot discriminate against you or refuse to hire you on these grounds.

Anti-discrimination laws are in place in Australia to protect individuals who seek work with a criminal record. Your career counsellor can share with you more information about your criminal record and employment.

**Q. Can anyone access my criminal history?**

A: Your criminal record is only accessible by the courts and police authorities. No other person is permitted to access your criminal record without consent from you\*.

\*Information informed by: Frequently asked questions | Australian Federal Police ([afp.gov.au](https://www.afp.gov.au))  
<https://www.afp.gov.au/what-we-do/services/criminal-records/frequently-asked-questions>



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

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