

Term 2 or 3 Program Implementation

Session & Date	Time	Session Description	Resources Required	Learning Outcome (VCE VM year 11 Level)	Learning Outcome (VCE VM year 12 Level)	Add or develop
SESSION 1	2hrs	<p>Introductions & Survey <i>Large Group/Teacher Led</i></p> <ul style="list-style-type: none"> Introduction to the program by the teacher & re-affirm boundaries Activities to support introduction of students, teachers, mentors and others in the room Students complete baseline evaluation survey Preparation for Session 2 	<p>Tool Box Activities</p> <ul style="list-style-type: none"> Ice breaker activities <p>Student Commencement Survey</p> <p>Access to internet</p>			Define expectations of mentoring program (activity)
SESSION 2	2hrs	<p>Career Plans & Goal Setting <i>Large Group/Teacher Led</i></p> <ul style="list-style-type: none"> Recap previous session Ice breaker activity <p><i>Small Group/Mentor Led</i></p> <p>Tool Box Activities</p> <ul style="list-style-type: none"> Small Group activities to assist Mentor Groups to continue getting to know each other Students share/unpack their CAPs with their mentor group Mentors and students identify gaps and opportunities for further exploration Mentors explore student aspirations & share their personal career journey 	<p>Tool Box Activities</p> <ul style="list-style-type: none"> Ice breakers Goal Setting Presentation Project Planning <p>Student Career Action Plans (CAPs)</p>	<p>WRS unit 1 AoS 1 Career and Industry Research</p> <p>Group discussion by Industry Career interviews</p> <p>WRS unit 1 AoS 2 Career and Education Goal setting Learning Outcome 2 Career Action planning</p>		<p>Sharpen focus on CAPS</p> <p>Get some exemplar CAPs to show</p>

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		<ul style="list-style-type: none"> Students begin populating/updating CAPs Mentor groups discuss and begin preliminary planning for the week 10 group presentation (project) Preparation for next session 		<p>SMART Goal setting</p> <p>WRS unit 2 AoS 1- Skills and Capabilities for employment and education Develop and deliver a presentation on the skills and capabilities developed over a career.</p>		
SESSION 3	2hrs	<p>Career Planning & Transferable Skills <i>Large Group/Teacher Led</i></p> <ul style="list-style-type: none"> Recap previous session <p><i>Small Group/Mentor Led</i></p> <ul style="list-style-type: none"> Incursion/Group Discussion: Introduce concepts of career planning Tool Box Activities <ul style="list-style-type: none"> Exploring student personalities, skills & strengths <p><i>Large Group/Teacher led or Mentor Group</i></p>	<p>Tool Box Activities</p> <ul style="list-style-type: none"> Career Planning The Personality Quiz Transferable Skills Presentation Project Planning <p>Additional invitees: Careers Practitioner Wellbeing Leader Incursion - speaker</p>	<p>WRS unit 2 AoS 1 Skills and capabilities for employment</p> <p>Conduct a skills audit</p> <p>WRS unit 2 AoS 2 Transferable skills Record and reflection of VME</p>		Skills Audit activities

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		<ul style="list-style-type: none"> • Group Discussion: Exploring essential transferable skills – Part 1 Topics may include: <ul style="list-style-type: none"> ○ Getting organised ○ Self-regulation ○ Skills for working autonomously or as part of a team ○ Project and financial management <p><i>Small Group/Mentor Led</i></p> <ul style="list-style-type: none"> • Tool Box Activity: Group project planning for Session 10 presentation • Preparation for next session 		career skill activities		
SESSION 4	2hrs	<p>Excursion Planning & Industry Research <i>Large Group/Teacher Led</i></p> <ul style="list-style-type: none"> • Recap previous session <p><i>Large Group/Mentor Group</i></p> <ul style="list-style-type: none"> • Planning for Session 5 Group Excursion into local industry <ul style="list-style-type: none"> ○ Finalise logistics with mentors and students ○ Develop interview questions for tour host/other staff member(s) • WRS unit 1: Group Discussion: Exploring Industry trends • WRS unit 3: Communication in the Workplace 	<p>Tool Box Activities</p> <ul style="list-style-type: none"> • Excursion into Industry Planning • Industry Excursion Interview Questions • OHS in the Workplace • Communication and collaboration in the workplace 			<p>Focus on communication and collaboration in workplaces</p> <p>Case study as a model text</p>

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		<ul style="list-style-type: none"> ○ Communication and collaboration case study planning ○ Mentors share their own experiences ● Preparation for next session 				
SESSION 5	Half Day / Whole Day	<p>Group Excursion into Industry <i>Large/Small Groups</i></p> <ul style="list-style-type: none"> ● Conduct “out-of-school” work related exploration of key local industry(s) <ul style="list-style-type: none"> ○ OH&S exploration & identification ○ Tour of key areas and meet staff ○ Host and other staff member(s) participate in a group interview / discussion with students that may cover their own career pathway/role/organisation/industry 	<p>School Bus/Transport</p> <p>Students to bring own snacks/drinks (unless otherwise agreed with the school)</p>	<p>WRS unit 1 AoS 1- career research Industry visits and discussions</p> <p>WRS unit 2- skills and capabilities for emp and ed</p> <p>Record and reflection of transferable skills valued in industries visited</p>		
SESSION 6	2hrs	<p>Excursion Reflection & Interpersonal Skills <i>Large Group/Teacher led</i></p> <ul style="list-style-type: none"> ● Check-in with students and mentors – half way point & following excursion <p><i>Small Group/Mentor led</i></p> <ul style="list-style-type: none"> ● Tool Box Activity: Reflect on excursion(s) and discuss key wonderings/findings and workplace expectations 	<p>Tool Box Activities</p> <ul style="list-style-type: none"> ● Workplace Expectations ● Transferable Skills ● Interpersonal Skills 			Wellbeing and personal accountability in a workplace

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		<p>World Café Student Interviews / Incursion / Mentor Group</p> <ul style="list-style-type: none"> Group Discussion: Transferable Skills – Part 2 Mentors share their career journey with students, emphasising the importance of interpersonal skills and other key soft skills that have served them well <p><i>Small Group/Mentor Led</i></p> <ul style="list-style-type: none"> Tool Box Activity: Exploring interpersonal skills Preparation for next session 		<p>WRS unit 2 AoS 2 Skills audit and record of interview</p>	<p>WRS unit 3 AoS 3 Communication and Collaboration Record of discussion and record of interview with mentor about communication and collaboration in career.</p>	
SESSION 7	2hrs	<p>Job Searching and Resumes <i>Large Group/Teacher Led</i></p> <ul style="list-style-type: none"> Recap previous session <p><i>Small Group/Mentor led</i></p> <ul style="list-style-type: none"> Tool Box Activities (RIJI Guide) <ul style="list-style-type: none"> Job searching techniques Mapping personal networks Find an entry level job advertisement of interest, research organisation & industry 	<p>Tool Box Activities</p> <ul style="list-style-type: none"> Job Searching Resumes <p>Access to internet</p>	<p>WRS unit 2 AoS 2 Career Ed and goals Research and present findings on employment opportunities and conditions in a selected industry</p>		

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		<ul style="list-style-type: none"> ○ Resume development/review & update ● Preparation for next session 				
SESSION 8	2hrs	<p>Preparing for a Job Interview <i>Large Group/Teacher Led</i></p> <ul style="list-style-type: none"> ● Recap previous session <p><i>Small Group/Mentor led</i></p> <p>Tool Box Activities (RIJI Teacher Guide)</p> <ul style="list-style-type: none"> ● Develop a job application/cover letter for a selected job & submit to INLLEN together with job advert and resume ● Discuss following up on a job application <ul style="list-style-type: none"> ○ Phone calls/in person ○ Top tips ● Interviewing process ● Preparing for an interview – research, clothing, logistics, wellbeing ● Interview skills & etiquette ● Mock interview practice ● Preparation for next session 	RIJI Anti-Anxiety Cards	WRS unit 2 AoS 1 Mock interviews	WRS021/5	
SESSION 9	2hrs	<p>Job Interviews and Final CAP/Presentation Updates <i>Teacher to coordinate</i></p> <ul style="list-style-type: none"> ● Student mock interviews (15mins + 5mins feedback) 	Interview space Interview panels of 2-3 running concurrently Mentor, Careers Practitioner/Wellbeing, Industry rep	WRS unit 2 AoS 1 Mock interviews		

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		While not interviewing, students work in their groups: <ul style="list-style-type: none"> Final review and update of Career Action Plan Complete preparations for Session 10 	CAPs Student Presentation			
SESSION 10	2hrs	Presentations and Celebration <ul style="list-style-type: none"> Project reports presented by students (groups/individually) Mentors share their journey Students complete final evaluation survey Celebration by participants 	Student completion survey Access to internet - survey Student and Mentor Certificates	WRS unit 2 Aos 1 and Aos 2 Develop and deliver a presentation on opportunities within an industry and the key skills required.	WRS unit 3 Aos 1 and AoS 3 Develop and deliver a presentation on wellbeing and personal accountability in a workplace and effective communication and collaboration in workplaces we have visited.	

DESIRED OUTCOME

Through a series of career-focused support activities, volunteer mentors will have assisted students to develop, review and update a personal Career Action Plan.

FUNDING PARTNERS



Jobs, Precincts and Regions

