



Holsworthy
High School

WORK STUDIES

CAREERS



RATIONALE

The successful transition of students from school to the workforce, further education and training is a major issue faced by Australian students, schools, employers and tertiary education organisations. The *Work Studies* syllabus is designed to assist students in their transition from school to work. It develops knowledge and understanding of the issues faced by students in the transition to work and the skills needed for effective career planning and performance of tasks in the work environment.

The nature of work is constantly changing, reflecting related changes in society, technology and the economy, as well as through globalisation. The world of work and how individuals engage in work is being transformed. Students will need to be flexible and responsive to change along their career pathway. Opportunities for workers to change jobs, develop new skills and obtain new experiences will be part of the future world of work.

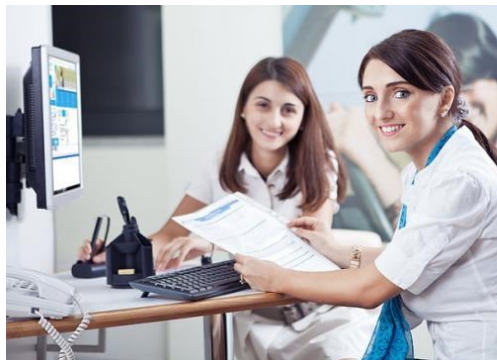
AIM

The aim of the *Work Studies* syllabus is to enable young people to develop the skills, knowledge, understanding and confidence to allow them to experience a successful transition from school to work and further education and training.

The Work Studies course will assist students to:

- recognise the links between education, training, work and lifestyle, and to recognise the economic and social factors that affect work opportunities
- develop an understanding of the changing nature of work and the implications for individuals and society
- undertake work placement to allow for the development of specific job-related skills
- acquire general work-related knowledge, skills and attitudes, transferable across different occupations

develop their skills in accessing work-related information, presenting themselves to potential employers, and functioning effectively in the workplace.



MODULES (15–30 indicative hours each)

1. In the Workplace
2. Preparing Job Applications
3. Workplace Communication
4. Teamwork and Enterprise Skills
5. Managing Work and Life Commitments
6. Personal Finance
7. * Workplace Issues (the prerequisite module is *In the Workplace*)
8. * Self-Employment (the prerequisite module is *Managing Work and Life Commitments*)
9. * Team Enterprise Project (the prerequisite module is *Teamwork and Enterprise Skills*)
10. Experiencing Work (one or two of these modules may be undertaken provided that they do not exceed 50 percent of course time)
11. School-Developed Module (one or two of these modules may be undertaken, provided that they do not exceed 25 Percent of course time).

The Work Studies course will assist students:

- Recognise the links between education, training, work and lifestyle and to recognise the economic and social factors that affect work opportunities
- Develop an understanding of the challenging nature of work and the implications for individuals and society
- Undertake work placement to allow for the development of specific job-related skills
- Acquire general work-related knowledge, skills and attitudes, transferable across different occupations
- Develop their skills in accessing work-related information, presenting themselves to potential employers and functioning effectively in the workplace.



CAREERS

Careers Adviser - Ms J. O'Neill
Julie.oneill3@det.nsw.edu.au