

Appendices



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Appendix A

Career Development Needs Assessment Survey



The following survey is designed to help you establish the career development needs of your target group and/or client/s. The survey can be modified to suit your needs, or used in the current format. In essence, this survey will help you to identify the career competencies that are priorities for your career development program or intervention, and on which Blueprint phase/s you need to focus.

Note to survey administrators

The following survey is designed to help you establish the career development needs of your target group and/or client/s. The survey can be modified to suit your needs, or used in the current format. In essence, this survey will help you to identify those career competencies, which are priorities for your career development program or intervention, and on which Blueprint phase/s you need to focus.

You will notice that the first page contains an overview of the survey and information relating both to you as the administrator, and to the person filling in the survey. If you are using the survey in its current form, **you** will need to complete the following parts of the first page **prior to administering the survey**:

- 1) the information in the first box on the first page relating to the target group / client/s and to your organisation
and
- 2) the information in the last box on the first page relating to the contact person responsible for handling queries about the survey.

How to code the survey

The survey contains three sections. The first two sections will help you to establish the level of participation in career development activities your target group / client/s have previously undertaken. This information will help you to decide *which phase* of the Blueprint to work with for each career competency. The third section asks participants to rate how important they think it is that specific career competencies are developed with the target group and/or client/s. This information will help you to prioritise your career development program or intervention based on the career competencies themselves.

To ascertain **which phase** of the Blueprint to work with for particular career competencies, look at the responses given to sections one and two. Section one will give you an overview / baseline of how much career development your target group / client/s have had in the past, and can be used to inform your general thinking about where best to start. The second section asks for specific information relating to each career competency – look at the responses to this section carefully, and then consider the following guide as a way of identifying the appropriate phase:

- *No previous participation in career development activities* – consider using phase I of the Blueprint matrices
- *A small amount of previous exposure to career development activities* – consider using phase II of the Blueprint matrices
- *A moderate amount of previous participation in career development activities* – consider using phase III of the Blueprint matrices
- *A substantial amount of previous participation in career development activities* – consider using phase IV of the Blueprint matrices.

Section three helps you to prioritise the career development needs of your target group / client/s. Looking at the responses on the rating scale will help you to **identify priorities for the development of specific career competencies**. You can then use this to inform the design of your program or intervention.

Career Development Needs Assessment Survey

Target Group / Client/s: _____

Organisation: _____

The **purpose of this survey is to establish the career development needs** of our target group / client/s shown above. This survey lists some of the knowledge, skills and attitudes that are needed for effective career development, and asks you to rate a) how likely it is that the target groups has already acquired them and b) how important you think it is to develop them with the target group / client/s. Your input will then help us to create effective career development strategies to meet these needs. Your participation in this survey is entirely voluntary, and very much appreciated.

It would be useful if you could complete the following information about yourself, as it assists us to organise the information we are collecting.

1) Your position / title (eg: teacher, student, HR manager, parent, administrator etc):

Today's Date: _____

We thank you again for your participation. If you would like more information about this survey and how it will be used, please contact:

Name: _____

Position: _____

Organisation: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Section One

The first section of the survey is designed to establish, in general terms, how much formal career development the target group / client/s have received in the past. Please read the information below and select the appropriate response.

Question One: Career development has been described as the process of managing life, learning and work over the lifespan. **Formal career development activities** include things such as career education, career guidance/counselling, work experience, and accessing / researching/ working with career information (this information might include things such as job descriptions, working conditions, training requirements and salaries).

*Given your knowledge of the target group / client/s, how would you rate their previous participation in these types of career development activities in general? Please **tick the box** that matches the appropriate statement only:*

- No** previous participation in formal career development activities at all
- A **small amount** of previous participation in formal career development activities
- A **moderate amount** of previous participation in formal career development activities
- A **substantial amount** of previous participation in formal career development activities

Based on your response to question one, in the space below please list, to the best of your knowledge, the career development activities that the target group / client/s have previously participated in. If you answered “*no previous participation in formal career development activities at all*” to question one, please leave this section blank.

Thank you. Please continue on to the next

section of the survey



Section Two

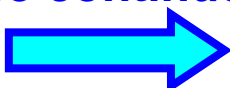
The second section of the survey is designed to establish, in more specific terms, how much formal career development the target group client/s have received in the past. We are particularly interested in the career development areas shown in the table below.

Question Two: People who work in the career development area have identified the following 11 career competencies as being important to help people manage their life, learning and work over the lifespan.

Given your knowledge of the target group / client/s, how would you rate their previous formal career development activities that you think may have helped to develop these career competencies? Please **tick one column for each career competency** only:

CAREER COMPETENCY	No previous participation	A small amount	A moderate amount	A substantial amount
1. Build and maintain a positive self-image				
2. Interact positively and effectively with others				
3. Change and grow throughout life				
4. Participate in life-long learning supportive of career goals				
5. Locate and effectively use career information				
6. Understand the relationship between work, society and the economy				
7. Secure/create and maintain work				
8. Make career enhancing decisions				
9. Maintain balanced life and work roles				
10. Understand the changing nature of life and work roles				
11. Understand, engage in and manage the career building process				

Thank you. Please continue on to the next section of the survey



Section Three

The third section of the survey is designed to establish which of these 11 career competencies you think the target group / client/s need to develop. In this section we ask you to rate how important you think each of these career competencies are for the target group / client/s to develop.

Question Three: As mentioned previously, people who work in the career development area have identified the following 11 career competencies as being important to help people manage their life, learning and work over the lifespan.

Given your knowledge of the target group / client/s, please rate how important you think it is for them to develop the following career competencies. Please **tick one column for each career competency** only:

CAREER COMPETENCY	Not important at all	Only a little important	Moderately important	Very important
1. Build and maintain a positive self-image				
2. Interact positively and effectively with others				
3. Change and grow throughout life				
4. Participate in life-long learning supportive of career goals				
5. Locate and effectively use career information				
6. Understand the relationship between work, society and the economy				
7. Secure/create and maintain work				
8. Make career enhancing decisions				
9. Maintain balanced life and work roles				
10. Understand the changing nature of life and work roles				
11. Understand, engage in and manage the career building process				

You have now completed the survey. Thank you again for your participation.

Appendix B

Activity Selection, Design and Measurement Form



The intention of this form is to help you gather and organise your program information. It contains sections on the:

- Blueprint career competencies and performance indicators you are working with,
- local standards you have developed, and
- program processes you may be using.

It also has spaces to record:

- the description of the activity you are undertaking,
- the measures that will be used to assess the activity, and
- information on how performance is to be scored.

You may also find this form is a useful tool for monitoring and reporting on program activities, as well as describing your career development work to key stakeholders. One copy of this form should be completed for every local standard you develop relating to a Blueprint career competency or performance indicator.

Activity Selection, Design & Measurement Form

Complete a copy of this form for every local standard related to each career competency.

TARGET GROUP / CLIENT/S: _____

AREA (please tick):

<input type="checkbox"/>	Area A: Personal Management
<input type="checkbox"/>	Area B: Learning and Work Exploration
<input type="checkbox"/>	Area C: Career Building

PHASE (please tick):

<input type="checkbox"/>	Phase I
<input type="checkbox"/>	Phase II
<input type="checkbox"/>	Phase III
<input type="checkbox"/>	Phase IV

Career competency (PLEASE TICK):

<input type="checkbox"/>	1. Build and maintain a positive self-image
<input type="checkbox"/>	2. Interact positively and effectively with others
<input type="checkbox"/>	3. Change and grow throughout life
<input type="checkbox"/>	4. Participate in life-long learning supportive of career goals
<input type="checkbox"/>	5. Locate and effectively use career information
<input type="checkbox"/>	6. Understand the relationship between work, society and the economy
<input type="checkbox"/>	7. Secure / create and maintain work
<input type="checkbox"/>	8. Make career enhancing decisions
<input type="checkbox"/>	9. Maintain balanced life and work roles
<input type="checkbox"/>	10. Understand the changing nature of life and work roles
<input type="checkbox"/>	11. Understand, engage and manage the career building process

PERFORMANCE INDICATOR (state performance indicator and include numerical code):

LOCAL STANDARD (states what participants must do, under what conditions, and to what level, in order to demonstrate competence):



PROGRAM PROCESSES (please tick appropriate selection):

	Outreach
	Counselling
	Assessment
	Classroom Instruction
	Career Information
	Work Experience
	Referral
	Consultation
	Placement
	Follow-up
	Other (please state):



DESCRIPTION OF ACTIVITY (attach any relevant worksheets / handouts / documents):



MEASURE (how the local standard will be assessed):

SCORING INSTRUCTIONS (how the measurement of the local standard will be scored):

ADDITIONAL COMMENTS:

Appendix C

CAREER COMPETENCY CHECKLIST BY PHASE



This Appendix contains a Career Competency Checklist for each phase.

Each of the checklists can be modified for a variety of uses. You can use them:

- to determine an individual's level of mastery of the career competencies at various phases
- as a self-assessment tool for clients
- as a useful checklist for various recording purposes.

NAME: _____ DATE: _____

AREA A: PERSONAL MANAGEMENT – PHASE I

Circle Your Level
of Mastery

<u>CAREER COMPETENCY 1</u>	Build And Maintain A Positive Self Image			
1.1	Build a positive self-image while discovering its influence on self and others	Low	Medium	High
<u>CAREER COMPETENCY 2</u>	Interact positively and effectively with others			
2.1	Develop abilities for building positive relationships In life (I)	Low	Medium	High
<u>CAREER COMPETENCY 3</u>	Change and grow throughout life			
3.1	Discover that change and growth are part of life	Low	Medium	High
<u>CAREER COMPETENCY 4</u>	Participate in life-long learning supportive of career goals			
4.1	Discover life-long learning and its contribution to life and work	Low	Medium	High

AREA B: LEARNING AND WORK EXPLORATION – PHASE I

<u>CAREER COMPETENCY 5</u>	Locate and effectively use career information			
5.1	Discover and understand career information	Low	Medium	High
<u>CAREER COMPETENCY 6</u>	Understand the relationship between work, society and the economy			
6.1	Discover how work contributes to individuals and the community	Low	Medium	High

AREA C: CAREER BUILDING – PHASE I

<u>CAREER COMPETENCY 7</u>	Secure/create and maintain work			
7.1	Explore effective work strategies	Low	Medium	High
<u>CAREER COMPETENCY 8</u>	Make career enhancing decisions			
8.1	Explore and improve decision making	Low	Medium	High
<u>CAREER COMPETENCY 9</u>	Maintain balanced life and work roles			
9.1	Explore and understand the interrelationship of life roles (I)	Low	Medium	High
<u>CAREER COMPETENCY 10</u>	Understand the changing nature of life and work roles			
10.1	Discover the nature of life and work roles	Low	Medium	High
<u>CAREER COMPETENCY 11</u>	Understand, engage in and manage the career building process			
11.1	Explore the underlying concepts of the career building process	Low	Medium	High

NAME: _____ DATE: _____

AREA A: PERSONAL MANAGEMENT – PHASE II

Circle Your Level of Mastery

<u>CAREER COMPETENCY 1</u>	Build And Maintain A Positive Self Image			
1.2	Build a positive self-image and understand its influence on life and work	Low	Medium	High
<u>CAREER COMPETENCY 2</u>	Interact positively and effectively with others			
2.2	Develop abilities for building positive relationships in life (II)	Low	Medium	High
<u>CAREER COMPETENCY 3</u>	Change and grow throughout life			
3.2	Learn to respond to change and growth (I)	Low	Medium	High
<u>CAREER COMPETENCY 4</u>	Participate in life-long learning supportive of career goals			
4.2	Link life-long learning to personal career aspirations, both present and future	Low	Medium	High

AREA B: LEARNING AND WORK EXPLORATION – PHASE II

<u>CAREER COMPETENCY 5</u>	Locate and effectively use career information			
5.2	Locate, understand and use career information	Low	Medium	High
<u>CAREER COMPETENCY 6</u>	Understand the relationship between work, society and the economy			
6.2	Understand how work contributes to the community	Low	Medium	High

AREA C: CAREER BUILDING – PHASE II

<u>CAREER COMPETENCY 7</u>	Secure/create and maintain work			
7.2	Develop qualities to seek and obtain/create work	Low	Medium	High
<u>CAREER COMPETENCY 8</u>	Make career enhancing decisions			
8.2	Link decision-making to career building	Low	Medium	High
<u>CAREER COMPETENCY 9</u>	Maintain balanced life and work roles			
9.2	Explore and understand the interrelationship of life roles (II)	Low	Medium	High
<u>CAREER COMPETENCY 10</u>	Understand the changing nature of life and work roles			
10.2	Explore non-traditional life and work options	Low	Medium	High
<u>CAREER COMPETENCY 11</u>	Understand, engage in and manage the career building process			
11.2	Understand and experience the process of career building	Low	Medium	High

NAME: _____ DATE: _____

AREA A: PERSONAL MANAGEMENT – PHASE III

Circle Your Level of Mastery

<u>CAREER COMPETENCY 1</u>	Build And Maintain A Positive Self Image			
1.3	Develop abilities to maintain a positive self-image	Low	Medium	High
<u>CAREER COMPETENCY 2</u>	Interact positively and effectively with others			
2.3	Develop abilities for building positive relationships in life and work	Low	Medium	High
<u>CAREER COMPETENCY 3</u>	Change and grow throughout life			
3.3	Learn to respond to change and growth (II)	Low	Medium	High
<u>CAREER COMPETENCY 4</u>	Participate in life-long learning supportive of career goals			
4.3	Link life-long learning to the career building process	Low	Medium	High

AREA B: LEARNING AND WORK EXPLORATION – PHASE III

<u>CAREER COMPETENCY 5</u>	Locate and effectively use career information			
5.3	Locate, interpret, evaluate and use career information	Low	Medium	High
<u>CAREER COMPETENCY 6</u>	Understand the relationship between work, society and the economy			
6.3	Understand how societal and economic needs influence the nature and structure of work (I)	Low	Medium	High

AREA C: CAREER BUILDING – PHASE III

<u>CAREER COMPETENCY 7</u>	Secure/create and maintain work			
7.3	Develop abilities to seek, obtain/create and maintain work	Low	Medium	High
<u>CAREER COMPETENCY 8</u>	Make career enhancing decisions			
8.3	Engage in career decision-making	Low	Medium	High
<u>CAREER COMPETENCY 9</u>	Maintain balanced life and work roles			
9.3	Link lifestyles and life stages to career building	Low	Medium	High
<u>CAREER COMPETENCY 10</u>	Understand the changing nature of life and work roles			
10.3	Understand and learn to overcome stereotypes in life and work building (I)	Low	Medium	High
<u>CAREER COMPETENCY 11</u>	Understand, engage in and manage the career building process			
11.3	Recognise and take charge of the career building process	Low	Medium	High

NAME: _____ DATE: _____

AREA A: PERSONAL MANAGEMENT – PHASE IV

Circle Your Level of Mastery

<u>CAREER COMPETENCY 1</u>	Build And Maintain A Positive Self Image			
1.4	Improve on abilities to maintain a positive self-image	Low	Medium	High
<u>CAREER COMPETENCY 2</u>	Interact positively and effectively with others			
2.4	Improve abilities for building positive relationships in life and work	Low	Medium	High
<u>CAREER COMPETENCY 3</u>	Change and grow throughout life			
3.4	Develop strategies for responding to life and work changes	Low	Medium	High
<u>CAREER COMPETENCY 4</u>	Participate in life-long learning supportive of career goals			
4.4	Participate in continuous learning supportive of career goals	Low	Medium	High

AREA B: LEARNING AND WORK EXPLORATION – PHASE IV

<u>CAREER COMPETENCY 5</u>	Locate and effectively use career information			
5.4	Locate, interpret, evaluate and use career information (II)	Low	Medium	High
<u>CAREER COMPETENCY 6</u>	Understand the relationship between work, society and the economy			
6.4	Understand how societal and economic needs influence the nature and structure of work (II)	Low	Medium	High

AREA C: CAREER BUILDING – PHASE IV

<u>CAREER COMPETENCY 7</u>	Secure/create and maintain work			
7.4	Improve on abilities to seek, obtain/create and maintain work	Low	Medium	High
<u>CAREER COMPETENCY 8</u>	Make career enhancing decisions			
8.4	Incorporate adult life reality into career decision-making	Low	Medium	High
<u>CAREER COMPETENCY 9</u>	Maintain balanced life and work roles			
9.4	Incorporate life / work balance into the career building process	Low	Medium	High
<u>CAREER COMPETENCY 10</u>	Understand the changing nature of life and work roles			
10.4	Understand and learn to overcome stereotypes in life and work building (II)	Low	Medium	High
<u>CAREER COMPETENCY 11</u>	Understand, engage in and manage the career building process			
11.4	Manage the career building process	Low	Medium	High

Appendix D

CAREER COMPETENCY AND PERFORMANCE INDICATOR CHECKLIST BY PHASE



Appendix D contains the 11 career competencies and the complete set of performance indicators for each phase. There are many ways in which you could use these checklists. You could use them:

- to determine an individual's level of mastery of the career competencies against the performance indicators at various phases
- as a self-assessment tool for clients, or
- as a useful checklist for various recording purposes.

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE I

AREA A: PERSONAL MANAGEMENT

CAREER COMPETENCY 1 BUILD AND MAINTAIN A POSITIVE SELF IMAGE

Phase I Build a positive self-image while discovering its influence on self and others

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
1.1.1 Understand the concept of personal characteristics such as interests, likes and dislikes, personal qualities, strengths and weaknesses	Low Medium High	
1.1.2 Discover how positive characteristics are the basis of a positive self-image	Low Medium High	
1.1.3 Understand how self-image influences behaviours	Low Medium High	
1.1.4 Understand how personal behaviours influence the feelings and behaviours of others	Low Medium High	
1.1.5 Identify positive characteristics (skills, interests, personal qualities and strengths) as seen by self and others	Low Medium High	
1.1.6 Demonstrate behaviours and attitudes reflective of a positive self-image	Low Medium High	
1.1.7 Assess your self-image and evaluate its impact on you and others	Low Medium High	
1.1.8 Transform behaviours and attitudes in order to improve self-image	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE I

AREA A: PERSONAL MANAGEMENT

CAREER COMPETENCY 2 INTERACT POSITIVELY AND EFFECTIVELY WITH OTHERS

Phase I Develop abilities for building positive relationships in life (I)

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY			EVIDENCE
2.1.1 Discover the unique character of individuals	Low	Medium	High	
2.1.2 Explore sources and effects of peer pressure	Low	Medium	High	
2.1.3 Explore implications, effects and consequences of helping others	Low	Medium	High	
2.1.4 Explore interpersonal and group communication skills	Low	Medium	High	
2.1.5 Demonstrate effective skills, knowledge and attitudes for interacting with others	Low	Medium	High	
2.1.6 Demonstrate effective skills, knowledge and attitudes for resolving conflicts with peers/adults	Low	Medium	High	
2.1.7 Demonstrate appropriate behaviours and attitudes when peer pressures are contrary to your beliefs	Low	Medium	High	
2.1.8 Demonstrate openness to the diversity of cultures and lifestyles, and the diversity of mental and physical abilities	Low	Medium	High	
2.1.9 Demonstrate a willingness to help others	Low	Medium	High	
2.1.10 Adopt behaviours and attitudes that contribute to positive and effective interactions with others in interpersonal and group settings	Low	Medium	High	
2.1.11 Acknowledge and appreciate the unique character of self	Low	Medium	High	
2.1.12 Re-examine your own behaviours and attitudes in interpersonal and group communication contexts and determine those that contribute to positive and effective interactions with others	Low	Medium	High	
2.1.13 Improve your interpersonal and group communication skills in order to build positive relationships in your life	Low	Medium	High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE I

AREA A PERSONAL MANAGEMENT CAREER COMPETENCY 3 CHANGE AND GROW THROUGHOUT LIFE Phase I Discover that change and growth are part of life

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
3.1.1 Explore the concepts of change and growth as part of life	Low Medium High	
3.1.2 Understand that change and growth impact on your mental and physical health (e.g., stress, frustration, confusion, fatigue)	Low Medium High	
3.1.3 Explore personal feelings (mental and physical)	Low Medium High	
3.1.4 Explore ways to express feelings	Low Medium High	
3.1.5 Explore good health habits	Low Medium High	
3.1.6 Explore the importance of asking for help and ways to do so	Low Medium High	
3.1.7 Express feelings	Low Medium High	
3.1.8 Demonstrate good health habits	Low Medium High	
3.1.9 Ask for help when needed	Low Medium High	
3.1.10 Acknowledge the positive effects of expressing your feelings	Low Medium High	
3.1.11 Acknowledge the positive outcomes of asking for help	Low Medium High	
3.1.12 Re-examine your own health habits and adopt those that contribute positively to growth	Low Medium High	
3.1.13 Engage in good health habits	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE I

AREA B LEARNING AND WORK EXPLORATION CAREER COMPETENCY 4 PARTICIPATE IN LIFE-LONG LEARNING SUPPORTIVE OF CAREER GOALS Phase I Discover life-long learning and its contribution to life and work

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
4.1.1 Understand the importance of preparing for career paths	Low Medium High	
4.1.2 Explore how skills, knowledge and attitudes acquired in one setting can contribute in others (eg at school, at home, in the workplace and in the community)	Low Medium High	
4.1.3 Explore subject area strengths as well as areas to improve	Low Medium High	
4.1.4 Explore strategies for improving skills and knowledge	Low Medium High	
4.1.5 Explore the knowledge and skills required to operate safely and effectively in the workplace	Low Medium High	
4.1.6 Discover how different levels of work require different combinations of acquired skills, knowledge and attitudes	Low Medium High	
4.1.7 Explore multiple work types and alternatives, both paid and unpaid	Low Medium High	
4.1.8 Explore the relationship between ability, effort and achievement	Low Medium High	
4.1.9 Understand the importance of practice, effort and learning	Low Medium High	
4.1.10 Demonstrate effective information-gathering strategies	Low Medium High	
4.1.11 Apply strategies for improving skills and knowledge	Low Medium High	
4.1.12 Evaluate your strategies for gathering information or improving skills and knowledge and adopt those that contribute best to your learning process	Low Medium High	
4.1.13 Improve learning strategies	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE I

AREA B LEARNING AND WORK EXPLORATION CAREER COMPETENCY 5 LOCATE AND EFFECTIVELY USE CAREER INFORMATION Phase I Discover and understand career information

PERFORMANCE INDICATORS	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
5.1.1 Explore the work of family members, school personnel and community workers/employers	Low Medium High	
5.1.2 Explore work roles and settings of interest	Low Medium High	
5.1.3 Explore the concept of work information and how parents, relatives, friends/neighbours can provide this information	Low Medium High	
5.1.4 Discover how interests, knowledge, skills, beliefs and attitudes relate to work roles	Low Medium High	
5.1.5 Explore the working conditions of various work roles (e.g., inside/outside, hazardous, responsibilities for health and safety)	Low Medium High	
5.1.6 Understand how self-employment differs from working for others	Low Medium High	
5.1.7 Explore various sources of work information (e.g., networks, Internet, television, newspapers)	Low Medium High	
5.1.8 Use various sources of work information (e.g., Internet, television, newspapers)	Low Medium High	
5.1.9 Express your opinion on work information that has been explored	Low Medium High	
5.1.10 Improve strategies for locating and using work information	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE I

AREA B LEARNING AND WORK EXPLORATION

CAREER COMPETENCY 6 UNDERSTAND THE RELATIONSHIP BETWEEN WORK, SOCIETY AND THE ECONOMY

Phase I Discover how work contributes to individuals and the community

PERFORMANCE INDICATORS	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
6.1.1 Understand how work can satisfy personal needs	Low Medium High	
6.1.2 Understand how work can contribute positively to society	Low Medium High	
6.1.3 Explore the products and services of local employers	Low Medium High	
6.1.4 Explore the impact of work on personal, social, economic and environmental problems	Low Medium High	
6.1.5 Demonstrate how work can satisfy personal needs	Low Medium High	
6.1.6 Demonstrate how work might solve personal, social, economic and environmental problems	Low Medium High	
6.1.7 Determine the value of work for you	Low Medium High	
6.1.8 Engage in work experiences that satisfy your own needs as well as contribute to your community	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE I

AREA C CAREER BUILDING
CAREER COMPETENCY 7 SECURE/CREATE AND MAINTAIN WORK
Phase I Explore effective work strategies

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
7.1.1 Understand the importance that personal qualities (e.g., dependability, promptness, getting along with others) have on creating, getting and keeping work	Low Medium High	
7.1.2 Explore creative ways of performing work activities	Low Medium High	
7.1.3 Understand how cooperation among workers can help accomplish a task	Low Medium High	
7.1.4 Understand the importance of being able to work with people from different cultural and language backgrounds, age groups, gender and those with disabilities	Low Medium High	
7.1.5 Understand the meaning of taking responsibility for your own actions	Low Medium High	
7.1.6 Demonstrate creative ways of performing work activities (e.g., at home, at school, at work and/or in the community)	Low Medium High	
7.1.7 Demonstrate the ability to work with people from different cultural and language backgrounds, age groups, gender and those with disabilities	Low Medium High	
7.1.8 Experience cooperation in order to accomplish a task	Low Medium High	
7.1.9 Demonstrate the ability to take responsibility for your own actions	Low Medium High	
7.1.10 Re-examine your experience while performing work activities and determine which abilities and attitudes contributed positively or negatively to the experience	Low Medium High	
7.1.11 Improve your abilities and attitudes in order to contribute positively to work experiences (e.g., at home, at school, at work and/or in the community)	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE I

AREA C CAREER BUILDING
CAREER COMPETENCY 8 MAKE CAREER ENHANCING DECISIONS
Phase I Explore and improve decision making

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
8.1.1 Understand how choices are made	Low Medium High	
8.1.2 Explore what can be learned from experiences	Low Medium High	
8.1.3 Explore what might interfere with attaining goals	Low Medium High	
8.1.4 Explore strategies used in solving problems	Low Medium High	
8.1.5 Explore alternatives in decision-making situations	Low Medium High	
8.1.6 Understand how personal beliefs and attitudes influence decision-making	Low Medium High	
8.1.7 Understand how decisions affect self and others	Low Medium High	
8.1.8 Assess what might interfere with attaining your goals	Low Medium High	
8.1.9 Apply problem-solving strategies	Low Medium High	
8.1.10 Make decisions and take responsibility for them	Low Medium High	
8.1.11 Examine your problem-solving strategies and evaluate their impact on the attainment of your goals	Low Medium High	
8.1.12 Evaluate the impact of personal decisions on you and on others	Low Medium High	
8.1.13 Engage in a responsible decision-making process	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE I

AREA C CAREER BUILDING
CAREER COMPETENCY 9 MAINTAIN BALANCED LIFE AND WORK ROLES
Phase I Explore and understand the interrelationship of life roles (I)

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
9.1.1 Explore the various roles an individual may have (e.g., friend, student, worker, family member)	Low Medium High	
9.1.2 Explore work-related activities in the home, community, school and workplace	Low Medium High	
9.1.3 Understand how family members depend on one another, work together and share responsibilities	Low Medium High	
9.1.4 Understand how work roles complement family roles	Low Medium High	
9.1.5 Experience work-related activities in the home, community, school and workplace	Low Medium High	
9.1.6 Demonstrate how you work with other family members and share family responsibilities	Low Medium High	
9.1.7 Demonstrate the links between your work roles and some of your family roles	Low Medium High	
9.1.8 Examine your different life roles and evaluate your responsibilities within each of them	Low Medium High	
9.1.9 Engage responsibly in each of your current life roles	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE I

AREA C CAREER BUILDING

CAREER COMPETENCY 10 UNDERSTAND THE CHANGING NATURE OF LIFE AND WORK ROLES

Phase I Discover the nature of life and work roles

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
10.1.1 Understand the positive impact of work on people (e.g., enhanced self-esteem, financial independence)	Low Medium High	
10.1.2 Discover the changing life roles of men and women in work and family settings (e.g., men at home, women in high administrative functions)	Low Medium High	
10.1.3 Understand how contributions of individuals both inside and outside the home are important to family and community (e.g., family financial independence, community volunteering)	Low Medium High	
10.1.4 Outline the gender-based life roles of people that you know	Low Medium High	
10.1.5 Plan and make contributions both inside and outside the home	Low Medium High	
10.1.6 Examine the type of life roles you would be ready to consider	Low Medium High	
10.1.7 Examine and acknowledge the positive impact work has on you	Low Medium High	
10.1.8 Engage in fulfilling work and life experiences	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE I

AREA C CAREER BUILDING

CAREER COMPETENCY 11 UNDERSTAND, ENGAGE IN AND MANAGE THE CAREER BUILDING PROCESS

Phase I Explore the underlying concepts of the career building process

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
11.1.1 Explore the concept of 'change is constant' and its relationship to career building	Low Medium High	
11.1.2 Explore the concept of 'learning is an ongoing process' and its relationship to career building	Low Medium High	
11.1.3 Explore the concept of 'following your heart' and its relationship to career building	Low Medium High	
11.1.4 Explore the concept of 'goal setting as a source of inspiration and motivation' in career building	Low Medium High	
11.1.5 Understand the value of 'focusing on the journey' in career building	Low Medium High	
11.1.6 Discover the benefits of strong relationships to career building	Low Medium High	
11.1.7 Recognise situations of change and transformation in your environment	Low Medium High	
11.1.8 Seek desired information and learn from different sources	Low Medium High	
11.1.9 Try new experiences according to your dreams, personal values and interests	Low Medium High	
11.1.10 Plan and take part in an activity of interest and describe what has been learned during the activity	Low Medium High	
11.1.11 Identify your set of relationships	Low Medium High	
11.1.12 Examine your opinions and feelings about change, learning, following your heart, setting goals, focusing on the journey and having or developing a network of allies	Low Medium High	
11.1.13 Engage in experiences that expose you to change, continuous learning, personal values and dreams, goal setting, journeys and networking	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE II

AREA A PERSONAL MANAGEMENT
CAREER COMPETENCY 1 BUILD AND MAINTAIN A POSITIVE SELF IMAGE
Phase II Build a positive self-image and understand its influence on life and work

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
1.2.1 Discover how behaviours and attitudes influence the feelings and behaviours of others	Low Medium High	
1.2.2 Discover how behaviours and attitudes affect school, work and family situations	Low Medium High	
1.2.3 Understand how the environment influences attitudes and behaviours	Low Medium High	
1.2.4 Understand the concepts of values and beliefs, and explore their influence on self-image	Low Medium High	
1.2.5 Discover the importance of developing a realistic and positive self-image, and the consequences of developing an inappropriate / negative one	Low Medium High	
1.2.6 Discover how a realistic and positive self-image contributes to self-fulfilment, both personally and professionally	Low Medium High	
1.2.7 Describe your self-image	Low Medium High	
1.2.8 Practise behaviours that reflect a positive attitude about self	Low Medium High	
1.2.9 Evaluate the impact of your self-image on you and others	Low Medium High	
1.2.10 Transform behaviours and attitudes in order to improve your self-image and in turn contribute positively to your life, learning and work	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE II

AREA A PERSONAL MANAGEMENT
CAREER COMPETENCY 2 INTERACT POSITIVELY AND EFFECTIVELY WITH OTHERS
Phase II Develop abilities for building positive relationships in life (II)

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
2.2.1 Explore the concept of diversity as it relates to respect, tolerance, flexibility and openness towards others	Low Medium High	
2.2.2 Explore the concepts of dependability and honesty towards others	Low Medium High	
2.2.3 Explore interpersonal and group communication skills	Low Medium High	
2.2.4 Explore personal management skills like life and work balance, time management, problem solving, stress management, etc	Low Medium High	
2.2.5 Explore helping skills such as facilitating, problem solving, tutoring and guiding	Low Medium High	
2.2.6 Demonstrate respect for the feelings and beliefs of others	Low Medium High	
2.2.7 Demonstrate tolerance and flexibility in interpersonal and group situations	Low Medium High	
2.2.8 Demonstrate skills, knowledge and attitudes in responding to criticism	Low Medium High	
2.2.9 Demonstrate effective social and group membership skills, knowledge and attitudes	Low Medium High	
2.2.10 Demonstrate openness to the diversity of cultures and lifestyles, and the diversity of mental and physical abilities	Low Medium High	

2.2.11 Demonstrate helping skills such as problem solving, tutoring and guiding	Low Medium High	
2.2.12 Demonstrate dependability and honesty towards others	Low Medium High	
2.2.13 Demonstrate personal management skills such as time management, problem solving, stress management, life and work balance, etc	Low Medium High	
2.2.14 Acknowledge and appreciate the similarities and differences among people	Low Medium High	
2.2.15 Re-examine your respect, tolerance, flexibility, openness, dependability and honesty towards others and determine to what degree they are influencing the development of positive relationships in your life	Low Medium High	
2.2.16 Integrate personal management skills such as time management, problem solving, stress management and life and work balance into your daily life	Low Medium High	
2.2.17 Engage in further learning experiences that help build positive relationships in your life	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE II

AREA A PERSONAL MANAGEMENT
CAREER COMPETENCY 3 CHANGE AND GROW THROUGHOUT LIFE
Phase II Learn to respond to change and growth (I)

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
3.2.1 Explore how feelings are influenced by significant experiences	Low Medium High	
3.2.2 Understand the concept of stress and its impact on mental and physical well-being	Low Medium High	
3.2.3 Explore effective communication skills to use in stressful situations (assertiveness, conflict resolution, problem solving, etc.)	Low Medium High	
3.2.4 Discover changes that occur in the physical, psychological, social and emotional development of an individual	Low Medium High	
3.2.5 Understand how physiological and psychological changes impact on career	Low Medium High	
3.2.6 Explore the importance of work, family and leisure activities to mental, emotional, physical and economic well-being	Low Medium High	
3.2.7 Identify what causes stress on your own mental and physical being	Low Medium High	
3.2.8 Demonstrate effective communication skills in stressful situations (assertiveness, conflict resolution, problem solving, etc.)	Low Medium High	
3.2.9 Identify your own physical, psychological, social and emotional changes	Low Medium High	

<p>3.2.10 Re-examine your communication skills and adopt those that are truly effective in stressful situations</p>	<p>Low Medium High</p>	
<p>3.2.11 Examine work, family and leisure activities and acknowledge their impact on your own mental, emotional, physical and economic well-being</p>	<p>Low Medium High</p>	
<p>3.2.12 Improve on communication skills used in stressful situations</p>	<p>Low Medium High</p>	
<p>3.2.13 Engage in further work, family and leisure activities that contribute to your own mental, emotional, physical and economic well-being</p>	<p>Low Medium High</p>	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE II

AREA A PERSONAL MANAGEMENT
CAREER COMPETENCY 4 PARTICIPATE IN LIFE-LONG LEARNING SUPPORTIVE OF CAREER GOALS
Phase II Link life-long learning to personal career aspirations, both present and future

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
4.2.1 Explore life-long learning strategies	Low Medium High	
4.2.2 Explore subject area strengths as well as areas to improve	Low Medium High	
4.2.3 Explore strategies for improving skills and knowledge	Low Medium High	
4.2.4 Understand how personal skills and attitudes influence career successes	Low Medium High	
4.2.5 Understand the relationship between personal beliefs, attitudes and skills, and career choices	Low Medium High	
4.2.6 Explore the importance of a variety of skill types in the workplace	Low Medium High	
4.2.7 Explore the skills, knowledge and attitudes needed in specific work settings/industry sectors	Low Medium High	
4.2.8 Explore the skills, knowledge and attitudes best suited to adapt to changing work role requirements	Low Medium High	
4.2.9 Understand how past, present and future academic performance may impact upon the selection of future programs/courses	Low Medium High	
4.2.10 Understand how past, present and future academic performance may impact upon work	Low Medium High	

4.2.11 Demonstrate life-long learning strategies	Low Medium High	
4.2.12 Apply strategies for improving skills and knowledge	Low Medium High	
4.2.13 Demonstrate personal skills and attitudes conducive to career successes	Low Medium High	
4.2.14 Compare the role of a student with that of a worker	Low Medium High	
4.2.15 Evaluate strategies for improving skills and knowledge and adopt those that contribute best to the learning process	Low Medium High	
4.2.16 Evaluate the impact of your personal skills and attitudes to your career successes	Low Medium High	
4.2.17 Improve and engage in life-long learning strategies supportive of your career aspirations	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE II

AREA B **LEARNING AND WORK EXPLORATION**
CAREER COMPETENCY 5 **LOCATE AND EFFECTIVELY USE CAREER INFORMATION**
Phase II **Locate, understand and use career information**

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
5.2.1 Discover differences between work, jobs, occupations and careers	Low Medium High	
5.2.2 Discover how occupations, work roles and work alternatives (e.g., self-employment, contracting) can be classified	Low Medium High	
5.2.3 Explore industry sectors	Low Medium High	
5.2.4 Explore school and community information resources on work roles and work alternatives	Low Medium High	
5.2.5 Discover how skills, knowledge and attitudes can be transferable from one work role to another	Low Medium High	
5.2.6 Explore various work settings and work roles in the community	Low Medium High	
5.2.7 Explore various working conditions (e.g., inside/outside, hazardous)	Low Medium High	
5.2.8 Use school and community settings and resources to learn about work roles and work alternatives	Low Medium High	
5.2.9 Demonstrate how your interests, knowledge, skills, beliefs and attitudes are transferable to various work roles	Low Medium High	
5.2.10 Identify the working conditions that you favour	Low Medium High	
5.2.11 Assess career information and determine its pertinence for you	Low Medium High	
5.2.12 Improve strategies for locating, understanding and using career information	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE II

AREA B LEARNING AND WORK EXPLORATION

CAREER COMPETENCY 6 UNDERSTAND THE RELATIONSHIP BETWEEN WORK, SOCIETY AND THE ECONOMY

Phase II Understand how work contributes to the community

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
6.2.1 Understand how organisations operate (e.g., how money is made, overhead costs, profit)	Low Medium High	
6.2.2 Explore the importance of work to a community	Low Medium High	
6.2.3 Understand the relationships between work, community and the economy	Low Medium High	
6.2.4 Explore the economic contributions workers make to a community	Low Medium High	
6.2.5 Understand how the community, the economy and technological advances impact upon work, and work roles	Low Medium High	
6.2.6 Demonstrate how work impacts upon your own community	Low Medium High	
6.2.7 Evaluate how a person can contribute to the community through work	Low Medium High	
6.2.8 Engage in work experiences that contribute to your community	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE II

AREA C CAREER BUILDING
CAREER COMPETENCY 7 SECURE/CREATE AND MAINTAIN WORK
Phase II Develop qualities to seek and obtain/create work

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
7.2.1 Explore personal qualities (e.g., dependability, punctuality, getting along with others) that are needed to get and keep work	Low Medium High	
7.2.2 Understand how skills are transferable across a variety of work alternatives	Low Medium High	
7.2.3 Understand the language describing employment and other work opportunities and conditions	Low Medium High	
7.2.4 Explore work search tools and skills required to find/create and maintain work (job application forms, résumés, portfolios, job interviewing, proposals, cover letters, etc.)	Low Medium High	
7.2.5 Demonstrate personal qualities (e.g., dependability, punctuality, getting along with others) that are needed to get and keep work	Low Medium High	
7.2.6 Demonstrate the ability to complete application forms	Low Medium High	
7.2.7 Develop work search tools required to find and maintain work (e.g., résumé, portfolio, proposals, cover letters)	Low Medium High	
7.2.8 Identify your transferable skills and experience a new task by using them	Low Medium High	
7.2.9 Acknowledge your personal qualities and skills and determine which to build into your career goals and aspirations	Low Medium High	
7.2.10 Create and engage in new work experiences (e.g., at home, at school, at work and/or in the community) that acknowledge your personal qualities and use your transferable skills	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE II

AREA C CAREER BUILDING
CAREER COMPETENCY 8 MAKE CAREER ENHANCING DECISIONS
Phase II Link decision making to career building

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
8.2.1 Understand how personal beliefs and attitudes affect decision making	Low Medium High	
8.2.2 Understand how career development is a continuous process with a series of choices	Low Medium High	
8.2.3 Explore possible outcomes of decisions	Low Medium High	
8.2.4 Explore school courses related to personal, educational and work interests	Low Medium High	
8.2.5 Understand how the expectations of others affect career building	Low Medium High	
8.2.6 Explore ways in which decisions about education and work relate to other major life decisions	Low Medium High	
8.2.7 Explore advantages and disadvantages of various courses and programs for the attainment of career goals	Low Medium High	
8.2.8 Explore the requirements for courses and programs	Low Medium High	
8.2.9 Understand how uncertainties about the future may lead to creative or alternative choices	Low Medium High	
8.2.10 Demonstrate how your own beliefs and attitudes influence your decision-making process	Low Medium High	

8.2.11 Demonstrate how your series of choices reflect your career path	Low Medium High	
8.2.12 Compare the advantages and disadvantages of various courses and programs for the attainment of career goals	Low Medium High	
8.2.13 Make decisions and take responsibility for them	Low Medium High	
8.2.14 Develop creative or alternative choices reflective of the changing world of work	Low Medium High	
8.2.15 Evaluate how your decisions (about school, family, leisure, work, etc.) impact upon your life, and affect other decisions	Low Medium High	
8.2.16 Examine creative or alternative scenarios, and evaluate their impact on your own life	Low Medium High	
8.2.17 Evaluate the impact of personal decisions on you and on others	Low Medium High	
8.2.18 Engage in decision-making that suits your needs and values and is supportive of your goals	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE II

AREA C CAREER BUILDING

CAREER COMPETENCY 9 MAINTAIN BALANCED LIFE AND WORK ROLES

Phase II

Explore and understand the interrelationship of life roles (II)

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
9.2.1 Understand how different work and family roles require varying kinds and amounts of energy, participation, motivation and abilities	Low Medium High	
9.2.2 Understand how work roles satisfy personal and family needs	Low Medium High	
9.2.3 Examine how personal goals can be satisfied through a combination of work, community, social and family roles	Low Medium High	
9.2.4 Understand how personal leisure choices relate to lifestyle	Low Medium High	
9.2.5 Understand how various career roles impact upon the attainment of future goals	Low Medium High	
9.2.6 Explore the advantages and disadvantages of various life role possibilities	Low Medium High	
9.2.7 Explore the interrelationships among family, work and leisure decisions	Low Medium High	
9.2.8 Plan and experience leisure activities that relate to your considered or preferred lifestyle	Low Medium High	
9.2.9 Demonstrate how your various career roles impact upon the attainment of your future goals	Low Medium High	
9.2.10 Examine the type of lifestyle you want	Low Medium High	
9.2.11 Determine the type of career roles that would best suit your life	Low Medium High	
9.2.12 Engage in experiences that are supportive of your career goals	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE II

AREA C CAREER BUILDING
CAREER COMPETENCY 10 UNDERSTAND THE CHANGING NATURE OF LIFE AND WORK ROLES
Phase II Explore non-traditional life and work options

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
10.2.1 Identify non-traditional life and work options	Low Medium High	
10.2.2 Investigate advantages and challenges of entering non-traditional work	Low Medium High	
10.2.3 Explore the advantages of experiencing personal interests, even if they are most often considered non-traditional to your gender	Low Medium High	
10.2.4 Understand the concepts of stereotypes, biases and discriminatory behaviours	Low Medium High	
10.2.5 Experience personal interests, even if they are most often considered non-traditional to your gender	Low Medium High	
10.2.6 Identify stereotypes, biases and discriminatory behaviours that may limit opportunities for women and men in certain work roles	Low Medium High	
10.2.7 Acknowledge your own stereotypes, biases and discriminatory behaviours that may limit opportunities for you or others in certain work roles	Low Medium High	
10.2.8 Develop attitudes and engage in behaviours that are non discriminatory	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE II

AREA C CAREER BUILDING

CAREER COMPETENCY 11 UNDERSTAND, ENGAGE IN AND MANAGE THE CAREER BUILDING PROCESS Phase II Understand and experience the process of career building

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
11.2.1 Explore the concept that every decision is a career decision	Low Medium High	
11.2.2 Understand the concept of career building	Low Medium High	
11.2.3 Understand the difference between career planning and career building	Low Medium High	
11.2.4 Understand the importance of developing flexible and adaptable short-term action plans within the career building process	Low Medium High	
11.2.5 Understand the concept of a preferred future as part of the career building process	Low Medium High	
11.2.6 Understand the concept and importance of a career portfolio	Low Medium High	
11.2.7 Define your preferred future	Low Medium High	
11.2.8 Develop short-term action plans in step with your preferred future	Low Medium High	
11.2.9 Create and maintain your career portfolio	Low Medium High	
11.2.10 Re-examine and assess your preferred future using as criteria newly acquired information about yourself and the world of work	Low Medium High	
11.2.11 Take steps to move towards your preferred future	Low Medium High	
11.2.12 Adjust your preferred future as experience changes your knowledge of yourself	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE III

AREA A PERSONAL MANAGEMENT

CAREER COMPETENCY 1 BUILD AND MAINTAIN A POSITIVE SELF IMAGE

Phase III Develop abilities to maintain a positive self-image

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
1.3.1 Understand how individual characteristics such as interests, skills, values, beliefs and attitudes contribute to achieving personal, social, educational and professional goals	Low Medium High	
1.3.2 Understand the importance of giving and receiving feedback	Low Medium High	
1.3.3 Understand the importance of allies (e.g., relationships, mentors) and external assets (e.g., finances, goods) in the fulfilment of career aspirations	Low Medium High	
1.3.4 Identify the behaviours and attitudes that mirror your own self-image	Low Medium High	
1.3.5 Identify your personal characteristics such as interests, skills, values, beliefs and attitudes	Low Medium High	
1.3.6 Identify your allies and external assets	Low Medium High	
1.3.7 Demonstrate giving and receiving feedback	Low Medium High	
1.3.8 Practice behaviours and attitudes that project a positive self-image	Low Medium High	
1.3.9 Adopt behaviours and attitudes conducive to reaching personal, social, educational and professional goals	Low Medium High	
1.3.10 Assess your personal characteristics and capitalise on those that contribute positively to the achievement of personal, educational, social and professional goals	Low Medium High	
1.3.11 Improve self-image in order to contribute positively to your life, learning and work	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE III

AREA A PERSONAL MANAGEMENT CAREER COMPETENCY 2 INTERACT POSITIVELY AND EFFECTIVELY WITH OTHERS Phase III Develop abilities for building positive relationships in life and work

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
2.3.1 Discover the skills, knowledge and attitudes needed to work effectively with and for others	Low Medium High	
2.3.2 Explore helping skills such as problem solving, tutoring and guiding	Low Medium High	
2.3.3 Examine appropriate employee-employer interactions and client-contractor interactions in specific situations	Low Medium High	
2.3.4 Explore personal management skills such as time management, problem solving, personal financial management, stress management, life and work balance, etc	Low Medium High	
2.3.5 Demonstrate behaviours and attitudes required for working with and for others	Low Medium High	
2.3.6 Demonstrate personal management skills such as time management, problem solving, financial management, stress management, life and work balance, etc	Low Medium High	
2.3.7 Express feelings, reactions and ideas in an appropriate manner	Low Medium High	
2.3.8 Demonstrate helping skills such as problem solving, tutoring and guiding	Low Medium High	
2.3.9 Determine the helping skills you feel comfortable with and wish to contribute in relationships with others	Low Medium High	
2.3.10 Acknowledge the positive effects of expressing your feelings, reactions and ideas	Low Medium High	
2.3.11 Integrate personal management skills such as time management, problem solving, stress management and life and work balance into your life and work	Low Medium High	
2.3.12 Engage in further learning experiences that help build positive relationships in your life and work	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE III

AREA A PERSONAL MANAGEMENT
CAREER COMPETENCY 3 CHANGE AND GROW THROUGHOUT LIFE
Phase III Learn to respond to change and growth (II)

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
3.3.1 Describe how change and personal growth affect physical and mental health	Low Medium High	
3.3.2 Explore how mental and physical health impact on life and work decisions	Low Medium High	
3.3.3 Explore stress management strategies	Low Medium High	
3.3.4 Demonstrate behaviours and attitudes that maintain physical and mental health	Low Medium High	
3.3.5 Apply stress management strategies	Low Medium High	
3.3.6 Examine your mental and physical health and evaluate its impact on career decisions	Low Medium High	
3.3.7 Acknowledge the positive outcomes of applying management strategies to your career	Low Medium High	
3.3.8 Adopt habits and engage in experiences that maintain or improve your mental and physical health	Low Medium High	
3.3.9 Improve your career management strategies	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE III

AREA A PERSONAL MANAGEMENT

CAREER COMPETENCY 4 PARTICIPATE IN LIFE-LONG LEARNING SUPPORTIVE OF CAREER GOALS

Phase III Link life-long learning to the career building process

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
4.3.1 Understand how a variety of skills, knowledge and attitudes contribute to achieving personal goals	Low Medium High	
4.3.2 Understand how skills, knowledge and attitudes acquired in a variety of learning programs may contribute to achieving personal and professional goals	Low Medium High	
4.3.3 Understand how life-long learning enhances the ability to achieve goals	Low Medium High	
4.3.4 Understand how prior education relates to the selection of courses / programs, workplace training and/or entry into work	Low Medium High	
4.3.5 Understand how a set of skills, knowledge and attitudes can fulfil the requirements of a variety of work roles and work environments	Low Medium High	
4.3.6 Understand why life-long learning is required in the work place	Low Medium High	
4.3.7 Explore various work role requirements	Low Medium High	
4.3.8 Demonstrate life-long learning behaviours and attitudes that contribute to achieving personal and professional goals	Low Medium High	
4.3.9 Demonstrate how prior education relates to various options regarding courses / programs, workplace training and/or entry into work	Low Medium High	
4.3.10 Determine the value of continued learning for you	Low Medium High	
4.3.11 Determine the transferable skills, knowledge and attitudes that can fulfil the requirements of a variety of work roles and work environments	Low Medium High	
4.3.12 Engage in a continuous learning process supportive of your career goals	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE III

AREA B LEARNING AND WORK EXPLORATION CAREER COMPETENCY 5 LOCATE AND EFFECTIVELY USE CAREER INFORMATION Phase III Locate, interpret, evaluate and use career information (I)

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
5.3.1 Explore the educational and training requirements of various work roles	Low Medium High	
5.3.2 Discover how key personnel in selected work roles could become ideal information resources/ role models	Low Medium High	
5.3.3 Explore how trends and work opportunities in various industry sectors impact upon the nature and structure of work roles	Low Medium High	
5.3.4 Explore how employment and workplace trends impact upon education and training	Low Medium High	
5.3.5 Understand how a variety of factors (e.g., supply and demand for workers, demographic changes, environmental conditions, geographic location) impact upon work opportunities	Low Medium High	
5.3.6 Understand how labour market information (profiles, statistics, etc.) should be used when making career decisions	Low Medium High	
5.3.7 Explore a variety of work alternatives (e.g., volunteering, full-time employment, contracting, consulting, and entrepreneurship)	Low Medium High	
5.3.8 Use career information resources such as career directories, occupation classification systems, labour market information, mass media, computer and Internet-based career information delivery systems to learn about the realities and requirements of various work roles	Low Medium High	
5.3.9 Consult key personnel in selected work roles as information resources, role models / mentors	Low Medium High	
5.3.10 Determine, according to your own preferences, the advantages and disadvantages of various work alternatives (e.g., full employment, contracting, consulting, entrepreneurship)	Low Medium High	
5.3.11 Assess career information and evaluate its impact on your own career decisions	Low Medium High	
5.3.12 Improve strategies to locate, interpret, evaluate and use career information	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE III

AREA B LEARNING AND WORK EXPLORATION CAREER COMPETENCY 6 UNDERSTAND THE RELATIONSHIP BETWEEN WORK, SOCIETY AND THE ECONOMY

Phase III Understand how societal and economic needs influence the nature and structure of work (I)

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
6.3.1 Explore the effect of work on people's lifestyles	Low Medium High	
6.3.2 Understand how society's needs and functions affect the supply of goods and services	Low Medium High	
6.3.3 Explore how trends (such as social, demographic, technological, occupational and industrial trends) can positively and negatively affect work and learning opportunities	Low Medium High	
6.3.4 Understand the concept of a global economy and explore how it affects individuals, communities, the states and territories, and the nation	Low Medium High	
6.3.5 Demonstrate how your own community is affected by society's needs and functions, as well as by the global economy	Low Medium High	
6.3.6 Demonstrate how work and learning in your own community is affected by certain trends (such as social, demographic, technological, occupational and industrial trends)	Low Medium High	
6.3.7 Evaluate the impact of society's needs and functions, and that of the global economy, on you	Low Medium High	
6.3.8 Evaluate the impact of social, demographic, technological, occupational and industrial trends on your work and learning opportunities	Low Medium High	
6.3.9 Determine the importance of work for you.	Low Medium High	
6.3.10 Engage in work experiences that satisfy your needs as well as contribute to society	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE III

AREA C CAREER BUILDING
CAREER COMPETENCY 7 SECURE/CREATE AND MAINTAIN WORK
Phase III Develop abilities to seek, obtain/create and maintain work

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
7.3.1 Explore skills, knowledge and attitudes required to locate, interpret and use information about work opportunities	Low Medium High	
7.3.2 Explore skills, knowledge and attitudes that are transferable from one work role to another	Low Medium High	
7.3.3 Explore work search tools and skills required to seek, obtain/create and maintain work (job application forms, résumés, portfolios, job interviewing, proposals, cover letters, etc.)	Low Medium High	
7.3.4 Explore specific work opportunities in terms of working conditions and safety hazards, benefits, etc	Low Medium High	
7.3.5 Explore employability skills and attributes necessary to obtain and maintain work (See Chapter 8)	Low Medium High	
7.3.6 Explore services or initiatives that support transitions to different settings	Low Medium High	
7.3.7 Understand that work opportunities often require flexibility and adaptability (e.g., relocating, learning new skills)	Low Medium High	
7.3.8 Explore volunteering as a proactive job search and personal development strategy	Low Medium High	
7.3.9 Demonstrate skills, knowledge and attitudes in preparing personal marketing documentation (e.g., résumés, proposals, portfolios, cover letters)	Low Medium High	

7.3.10 Demonstrate the skills, knowledge and attitudes necessary for a successful work interview	Low	Medium	High	
7.3.11 Demonstrate employability skills and attributes necessary to obtain and maintain work (See Chapter 8)	Low	Medium	High	
7.3.12 Experience volunteering as a proactive job search or personal development strategy	Low	Medium	High	
7.3.13 Evaluate work opportunities in terms of working conditions, benefits, etc., that are important to you	Low	Medium	High	
7.3.14 Acknowledge your personal set of skills, knowledge and attitudes that contribute to seeking, obtaining/creating and maintaining work	Low	Medium	High	
7.3.15 Create and engage in work opportunities reflective of your personal set of skills, knowledge and attitudes	Low	Medium	High	
7.3.16 Adapt current or try new work search skills and tools	Low	Medium	High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE III

AREA C CAREER BUILDING
CAREER COMPETENCY 8 MAKE CAREER ENHANCING DECISIONS
Phase III Engage in career decision making

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
8.3.1 Understand the importance of developing a range of scenarios supportive of your preferred future	Low Medium High	
8.3.2 Investigate the requirements needed to qualify for desired education/training	Low Medium High	
8.3.3 Investigate costs (living and fee-related) associated with education and training	Low Medium High	
8.3.4 Investigate strategies for securing financial assistance related to education and training	Low Medium High	
8.3.5 Explore courses in terms of skills, knowledge and attitudes required for entry-level work or advanced training	Low Medium High	
8.3.6 Understand the steps required for transition (eg: school to post-secondary education/training programs or work, re-entering the workforce)	Low Medium High	
8.3.7 Understand how personal values may influence your choices and actions	Low Medium High	
8.3.8 Explore how being positive about the future and its uncertainties may lead to creative and interesting possibilities/alternatives	Low Medium High	
8.3.9 Demonstrate responsibility for making educational and work choices	Low Medium High	

8.3.10 Develop a range of scenarios supportive of your preferred future	Low	Medium	High	
8.3.11 Plan strategies for covering costs (living and fee-related) associated with education/training possibilities and apply for needed assistance	Low	Medium	High	
8.3.12 Plan and complete the steps required for transition (eg: school to post-secondary education/training programs or work, volunteer work to paid employment etc)	Low	Medium	High	
8.3.13 Develop creative or alternative choices reflective of the changing world of work	Low	Medium	High	
8.3.14 Evaluate educational and work choices in terms of your personal goals, values and financial means	Low	Medium	High	
8.3.15 Examine alternatives in given decision-making situations and determine if they are supportive of your values and goals	Low	Medium	High	
8.3.16 Create and engage in career experiences supportive of your values and goals	Low	Medium	High	
8.3.17 Engage in decision making that suits your needs and values and is supportive of your goals	Low	Medium	High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE III

AREA C CAREER BUILDING CAREER COMPETENCY 9 MAINTAIN BALANCED LIFE AND WORK ROLES Phase III Link lifestyles and life stages to career building

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
9.3.1 Understand the concepts of life stages and the meaning of each of them	Low Medium High	
9.3.2 Understand the factors that influence or impact upon lifestyles (e.g., socioeconomic status, culture, values, work choices, work habits)	Low Medium High	
9.3.3 Examine how different work scenarios can affect life scenarios	Low Medium High	
9.3.4 Explore the contribution and impact of work to a balanced and productive life	Low Medium High	
9.3.5 Understand the importance and impact of leisure activities in your life	Low Medium High	
9.3.6 Discover how work skills, knowledge and attitudes can be acquired through leisure and volunteer work	Low Medium High	
9.3.7 Plan and experience work scenarios reflective of your life stage and lifestyle	Low Medium High	
9.3.8 Plan and experience leisure activities that contribute to a balanced life	Low Medium High	
9.3.9 Demonstrate how work skills, knowledge and attitudes are acquired through leisure	Low Medium High	
9.3.10 Examine your work scenarios and determine which ones are supportive of your career goals	Low Medium High	
9.3.11 Examine your leisure activities and determine which ones contribute to a balanced life	Low Medium High	
9.3.12 Acknowledge the factors that influence or impact upon your lifestyle (e.g., socioeconomic status, culture, values, work choices, work habits, injury, illness)	Low Medium High	
9.3.13 Engage in work experiences and leisure activities that support your goals and contribute to a balanced life	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE III

AREA C CAREER BUILDING

CAREER COMPETENCY 10 UNDERSTAND THE CHANGING NATURE OF LIFE AND WORK ROLES

Phase III

Understand and learn to overcome stereotypes in career building (I)

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
10.3.1 Examine factors that have influenced the changing career patterns or pathways of women and men	Low Medium High	
10.3.2 Examine gender stereotyping and bias in education and training programs and work settings	Low Medium High	
10.3.3 Identify attitudes, behaviours and skills that contribute to eliminating gender bias and stereotyping	Low Medium High	
10.3.4 Investigate advantages and challenges of adopting non-traditional work roles	Low Medium High	
10.3.5 Demonstrate attitudes, behaviours and skills that contribute to eliminating gender bias and stereotyping	Low Medium High	
10.3.6 Assess your willingness to contribute to eliminating gender bias and stereotyping	Low Medium High	
10.3.7 Examine the possibility of adopting non-traditional work roles	Low Medium High	
10.3.8 Consider fulfilling work roles regardless of gender bias and stereotyping	Low Medium High	
10.3.9 Create and engage in fulfilling career experiences regardless of gender bias and stereotyping	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE III

AREA C CAREER BUILDING

CAREER COMPETENCY 11 UNDERSTAND, ENGAGE IN AND MANAGE THE CAREER BUILDING PROCESS

Phase III

Recognise and take charge of the career building process

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
11.3.1 Understand the concept of the labour market and its relationship to career building	Low Medium High	
11.3.2 Understand how risk taking and positive attitudes towards self and work (resilience, flexibility, openness, etc.) are important to the career building process	Low Medium High	
11.3.3 Understand the difference between risk taking in career building and risk-taking in the workplace	Low Medium High	
11.3.4 Understand how information on yourself and on the labour market is important to the career building process	Low Medium High	
11.3.5 Explore the notion of career scenario building as an integral component of the career building process	Low Medium High	
11.3.6 Understand the importance of pursuing short-term action plans	Low Medium High	
11.3.7 Demonstrate risk taking and positive attitudes toward self and work (resilience, flexibility, openness, etc.)	Low Medium High	
11.3.8 Update your portfolio using newly acquired information about yourself and the labour market	Low Medium High	
11.3.9 Build career goals, aspirations and experiences in step with your preferred future	Low Medium High	
11.3.10 Develop and pursue short-term action plans in light of your desired career goals and aspirations	Low Medium High	
11.3.11 Experience different roles through work experience, volunteering, social events, etc	Low Medium High	
11.3.12 Refine your self-perception		

(based on career experiences) and evaluate its impact on your decisions or choices	Low	Medium	High	
11.3.13 Revisit your preferred future to determine whether or not it is necessary to modify and/or create new career goals, aspirations and experiences and adjust your short-term action plans	Low	Medium	High	
11.3.14 Engage in a career building process that truly reflects your own needs, desires and values	Low	Medium	High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE IV

AREA A PERSONAL MANAGEMENT CAREER COMPETENCY 1 BUILD AND MAINTAIN A POSITIVE SELF IMAGE Phase IV Improve on abilities to maintain a positive self-image

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
1.4.1 Understand the influence of personal characteristics (skills, knowledge, attitudes, interests, values, beliefs, attitudes and behaviours) on career decisions	Low Medium High	
1.4.2 Understand how achievements related to work, learning and leisure influence self-image	Low Medium High	
1.4.3 Explore how your own career decisions have been and still are influenced by personal characteristics (skills, knowledge, attitudes, interests, values and beliefs)	Low Medium High	
1.4.4 Identify personal achievements related to work, learning and leisure	Low Medium High	
1.4.5 Adopt behaviours and attitudes that project a positive self-image	Low Medium High	
1.4.6 Re-examine personal characteristics and determine those that might contribute positively to the achievement of career goals	Low Medium High	
1.4.7 Examine personal achievements and acknowledge their influence on your self-image	Low Medium High	
1.4.8 Improve your life, learning and work by maximizing positive characteristics	Low Medium High	
1.4.9 Engage in life, learning and work experiences that validate all aspects of self and provide a sense of personal achievement	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE IV

AREA A PERSONAL MANAGEMENT
CAREER COMPETENCY 2 INTERACT POSITIVELY AND EFFECTIVELY WITH OTHERS
Phase IV Improve abilities for building positive relationships
in life and work

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
2.4.1 Explore new interpersonal and group communication skills	Low Medium High	
2.4.2 Explore the concept of self defeating behaviours and attitudes as well as strategies for overcoming them	Low Medium High	
2.4.3 Further the exploration of personal management skills such as time management, problem solving, financial management, stress management, life and work balance, etc	Low Medium High	
2.4.4 Explore the importance of positive relationships in your personal and professional roles	Low Medium High	
2.4.5 Demonstrate effective social and group membership skills, knowledge and attitudes	Low Medium High	
2.4.6 Demonstrate personal management skills such as time management, problem solving, financial management, stress management, life and work balance, etc	Low Medium High	
2.4.7 Apply strategies for overcoming self-defeating behaviours and attitudes	Low Medium High	
2.4.8 Demonstrate behaviours and attitudes for establishing and maintaining positive relationships in your personal and professional roles	Low Medium High	
2.4.9 Acknowledge and appreciate the outcomes of positive relationships in your personal and professional roles	Low Medium High	
2.4.10 Further integrate personal management skills such as time management, problem solving, stress management and life and work balance into your life and work	Low Medium High	
2.4.11 Engage in further learning experiences that help build positive relationships in your life and work	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE IV

AREA A PERSONAL MANAGEMENT
CAREER COMPETENCY 3 CHANGE AND GROW THROUGHOUT LIFE
Phase IV Develop strategies for responding to life and work changes

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
3.4.1 Understand how personal motivations and aspirations may change over time	Low Medium High	
3.4.2 Understand physical and psychological changes that occur with age	Low Medium High	
3.4.3 Explore how work performance may be adapted to physical and psychological changes that occur with age	Low Medium High	
3.4.4 Understand how changes related to work (e.g., job loss, job transfer) impact on your life and may require life changes	Low Medium High	
3.4.5 Describe your personal motivations and aspirations	Low Medium High	
3.4.6 Develop and apply strategies to adapt and respond effectively to career changes (e.g., problem solving, networking, updating portfolio and résumé, acquiring new skills and knowledge, attending personal growth workshops)	Low Medium High	
3.4.7 Examine your personal motivations and aspirations and determine their impact on career decisions	Low Medium High	
3.4.8 Acknowledge your ability to adapt and respond effectively to career changes	Low Medium High	
3.4.9 Create career scenarios based on personal motivations and aspirations	Low Medium High	
3.4.10 Improve your ability to adapt and respond to career changes	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE IV

AREA A PERSONAL MANAGEMENT

CAREER COMPETENCY 4 PARTICIPATE IN LIFE-LONG LEARNING SUPPORTIVE OF CAREER GOALS

Phase IV Participate in continuous learning supportive of career goals

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
4.4.1 Investigate educational opportunities (e.g., vocational learning programs, employer-sponsored training, graduate and professional study)	Low Medium High	
4.4.2 Investigate community resources that support education and training (e.g., childcare, public transportation, and health and human services)	Low Medium High	
4.4.3 Understand the importance of coping strategies in helping to overcome barriers to education and training	Low Medium High	
4.4.4 Explore how skills, knowledge and attitudes acquired in and outside education and training institutions enhance work opportunities	Low Medium High	
4.4.5 Explore life-long learning resources available in workplace settings (e.g., computer-assisted, self-directed training, counselling, and tuition support)	Low Medium High	
4.4.6 Explore personal and professional learning plans	Low Medium High	
4.4.7 Prepare short and long-range plans to achieve personal and professional goals through appropriate educational/training paths	Low Medium High	
4.4.8 Outline and adopt strategies to overcome personal barriers to education and training	Low Medium High	
4.4.9 Undertake learning activities (e.g., studying, taking tests, receiving worksite feedback)	Low Medium High	

4.4.10 Assess your skills, knowledge and attitudes and determine how these enhance your career opportunities	Low Medium High	
4.4.11 Determine which continuous learning strategies work best for you	Low Medium High	
4.4.12 Improve learning strategies and engage in a life-long learning process supportive of your career goals	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE IV

AREA B **LEARNING AND WORK EXPLORATION**
CAREER COMPETENCY 5 **LOCATE AND EFFECTIVELY USE CAREER INFORMATION**
Phase IV **Locate, interpret, evaluate and use career information (II)**

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
5.4.1 Investigate career-related information and materials (e.g., on self-assessment, on career planning, on professional associations, on prospective employers)	Low Medium High	
5.4.2 Explore the uses and limitations of occupational and labour market information	Low Medium High	
5.4.3 Discover the diverse work opportunities available to an individual with a given set of work skills, knowledge and attitudes	Low Medium High	
5.4.4 Understand how to assess the reliability of career information	Low Medium High	
5.4.5 Discover contracting and hiring practices	Low Medium High	
5.4.6 Assess the reliability of career information	Low Medium High	
5.4.7 Use career information resources such as career directories, occupation classification systems, labour market information, mass media, computer and Internet-based career information delivery systems to learn about the realities and requirements of various work roles	Low Medium High	
5.4.8 Identify work opportunities that are available to someone with your set of work skills, knowledge and attitudes	Low Medium High	

5.4.9	Assess career information and evaluate its impact on your career decisions	Low Medium High	
5.4.10	Determine, according to your preferences, which work opportunities should or will be considered in your career goals and aspirations	Low Medium High	
5.4.11	Improve strategies to locate, interpret, evaluate and use career information	Low Medium High	
5.4.12	Create or adapt career goals and aspirations using relevant and accurate career-related information	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE IV

AREA B LEARNING AND WORK EXPLORATION

CAREER COMPETENCY 6 UNDERSTAND THE RELATIONSHIP BETWEEN WORK, SOCIETY AND THE ECONOMY

Phase IV Understand how societal and economic needs influence the nature and structure of work (II)

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
6.4.1 Explore how people's own personal values and interests often determine the importance given to work	Low Medium High	
6.4.2 Understand how trends (such as social, demographic, technological, occupational and industrial trends) affect education/training programs and work opportunities	Low Medium High	
6.4.3 Understand the concept of a global economy and how it affects individuals, communities, the states and territories, and the nation	Low Medium High	
6.4.4 Demonstrate how your own community is affected by society's needs and functions, as well as by the global economy	Low Medium High	
6.4.5 Demonstrate how work and learning opportunities in your community are, or could be, affected by certain trends (such as social, demographic, technological, occupational and industrial trends)	Low Medium High	
6.4.6 Explain how your own personal values and interests determine the importance you place on work	Low Medium High	
6.4.7 Evaluate the impact of society's needs and functions, and that of the global economy on you	Low Medium High	
6.4.8 Evaluate the impact of social, demographic, technological, occupational and industrial trends on your work and learning opportunities	Low Medium High	
6.4.9 Engage in work experiences that satisfy your needs and contribute to society	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE IV

AREA C CAREER BUILDING

CAREER COMPETENCY 7 SECURE/CREATE AND MAINTAIN WORK

Phase IV

Improve on abilities to seek, obtain/create and maintain work

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
7.4.1 Investigate specific work that supports desired career intentions	Low Medium High	
7.4.2 Identify job opportunities that suit your own needs and values	Low Medium High	
7.4.3 Identify relationships that will help with finding work	Low Medium High	
7.4.4 Update work search tools and skills required to seek, obtain/create and maintain work (job application forms, résumés, portfolios, job interviewing, proposals, cover letters, etc.)	Low Medium High	
7.4.5 Understand how recent social and economic changes (eg, technological developments, changes in demand for products or services) influence the knowledge, skills and attitudes required for seeking, obtaining/creating and maintaining work	Low Medium High	
7.4.6 Explore alternative strategies reflective and supportive of career change (e.g., on-the-job training, career ladders, mentors, networking, continuous learning)	Low Medium High	
7.4.7 Investigate the career planning/employment and recruitment services available through organizations (e.g., government, educational institutions, business/industry and community agencies)	Low Medium High	
7.4.8 Explore the skills, knowledge and attitudes that are transferable from one work role to another	Low Medium High	

7.4.9 Understand the importance of making career decisions that align with your preferred future	Low	Medium	High	
7.4.10 Establish relationships that will help with finding work	Low	Medium	High	
7.4.11 Practice or apply work search tools and skills required to seek, obtain/create and maintain work(job application forms, resumes, portfolios, job interviewing, proposals, cover letters, etc)	Low	Medium	High	
7.4.12 Experience the career planning, employment and recruitment services available through organizations (e.g. government, educational institutions, business/industry, and community agencies)	Low	Medium	High	
7.4.13 Demonstrate the skills, knowledge and attitudes that are transferable from one work role to another	Low	Medium	High	
7.4.14 Plan career changes reflective of your preferred future	Low	Medium	High	
7.4.15 Re-examine your network and determine the relationships most helpful to your work search strategies	Low	Medium	High	
7.4.16 Evaluate your skills, knowledge and attitudes in terms of effective tools for seeking, obtaining/creating and maintaining work	Low	Medium	High	
7.4.17 Assess your skills, knowledge and attitudes in terms of your career goals and work opportunities	Low	Medium	High	
7.4.19 Assess work opportunities in terms of your preferred future	Low	Medium	High	
7.4.20 Create and engage in work opportunities reflective of your personal set of skills, knowledge and attitudes	Low	Medium	High	
7.4.21 Create and engage in work opportunities reflective of your preferred future	Low	Medium	High	
7.4.22 Adapt current or try new work search skills and tools.	Low	Medium	High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE IV

AREA C CAREER BUILDING
CAREER COMPETENCY 8 MAKE CAREER ENHANCING DECISIONS
Phase IV Incorporate adult life reality into career decision making

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
8.4.1 Explore the type of skills, knowledge and attitudes important to acquire or develop in order to assess work opportunities (in terms of advancement, management styles, work environment, benefits and other work conditions)	Low Medium High	
8.4.2 Explore the effects that learning, family and work decisions may have on your career decision process	Low Medium High	
8.4.3 Understand how personal and environmental conditions may affect decision making	Low Medium High	
8.4.4 Explore effective career decision-making skills, knowledge and attitudes	Low Medium High	
8.4.5 Explore potential consequences of decisions	Low Medium High	
8.4.6 Demonstrate the skills, knowledge and attitudes required to assess work opportunities	Low Medium High	
8.4.7 Demonstrate effective career decision-making skills, knowledge and attitudes	Low Medium High	
8.4.8 Determine personal criteria for making decisions about learning, family and work	Low Medium High	
8.4.9 Identify potential consequences of your decisions	Low Medium High	
8.4.10 Assess work opportunities for you	Low Medium High	
8.4.11 Evaluate the impact of your decisions on you and others	Low Medium High	
8.4.12 Engage in decision-making that suits your needs and values and is supportive of your goals	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE IV

AREA C CAREER BUILDING
CAREER COMPETENCY 9 MAINTAIN BALANCED LIFE AND WORK ROLES
Phase IV Incorporate life/work balance into the career building process

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
9.4.1 Explore how individual growth and evolving family life impact upon your career path	Low Medium High	
9.4.2 Understand how work, family and leisure activities interrelate	Low Medium High	
9.4.3 Understand how personal values may influence priorities	Low Medium High	
9.4.4 Explore strategies for negotiating work, family and leisure demands with family members. (e.g., working hours, time with friends)	Low Medium High	
9.4.5 Apply strategies for negotiating work, family and leisure demands with family members (e.g., working hours, time with friends)	Low Medium High	
9.4.6 Determine the value you place on work, family and leisure activities	Low Medium High	
9.4.7 Explore work, family and leisure activities and evaluate their impact on your life	Low Medium High	
9.4.8 Determine the kind of work, family and leisure activities that you feel will contribute to a balanced life	Low Medium High	
9.4.9 Engage in career experiences and leisure activities that support your goals and contribute to a balanced life.	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE IV

AREA C CAREER BUILDING

CAREER COMPETENCY 10 UNDERSTAND THE CHANGING NATURE OF LIFE AND WORK ROLES Phase IV Understand and learn to overcome stereotypes in career building (II)

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
10.4.1 Investigate recent changes in gender norms and attitudes	Low Medium High	
10.4.2 Investigate trends in the gender composition of the labour force	Low Medium High	
10.4.3 Explore difficulties encountered in stereotyping occupations	Low Medium High	
10.4.4 Explore skills, knowledge and attitudes that help eliminate stereotyping in education, training, family and work environments	Low Medium High	
10.4.5 Demonstrate skills, knowledge and attitudes that help eliminate stereotyping in education, training, family and work environments	Low Medium High	
10.4.6 Evaluate the impact that trends in the gender composition of the labour force have on your career plans	Low Medium High	
10.4.7 Determine your own willingness to adopt strategies or take actions that help eliminate gender bias and stereotyping	Low Medium High	
10.4.8 Create and engage in fulfilling career experiences regardless of gender bias and stereotyping	Low Medium High	
10.4.9 Engage in career experiences in ways that help eliminate gender bias and stereotyping	Low Medium High	

CAREER COMPETENCIES AND PERFORMANCE INDICATORS FOR PHASE IV

AREA C CAREER BUILDING

CAREER COMPETENCY 11 UNDERSTAND, ENGAGE IN AND MANAGE THE CAREER BUILDING PROCESS

Phase IV Manage the career building process

PERFORMANCE INDICATOR	CIRCLE YOUR LEVEL OF MASTERY	EVIDENCE
11.4.1 Explore the nature of career transitions and their impact on the career building process	Low Medium High	
11.4.2 Investigate the choices and challenges of major transitions (e.g., becoming a parent/spouse/retiree, losing a job, injury, illness)	Low Medium High	
11.4.3 Explore financial and lifestyle needs and their relationship to career roles	Low Medium High	
11.4.4 Explore effective strategies to use during transitions	Low Medium High	
11.4.5 Understand the importance of updating your portfolio using newly acquired information about yourself and the labour market	Low Medium High	
11.4.6 Understand the importance of revisiting and fine-tuning your preferred future, career goals and aspirations, and short-term action plans	Low Medium High	
11.4.7 Plan and apply coping strategies during transition periods (e.g., starting a family, retirement, losing a job, injury, illness)	Low Medium High	
11.4.8 Update your portfolio	Low Medium High	
11.4.9 Review your preferred future and fine-tune your career action plans	Low Medium High	
11.4.10 Pursue your action plans	Low Medium High	
11.4.11 Revisit your preferred future to determine whether or not it is necessary to modify and/or create new career goals and aspirations and adjust your short-term action plans	Low Medium High	
1.4.12 Re-examine your strategies during transition periods in light of your preferred future and determine whether or not it is necessary to adjust them	Low Medium High	
11.4.13 Adapt your preferred future in order to always reflect your true needs, desires and aspirations	Low Medium High	

Appendix E

The Product Coding Matrix



The Product Coding Matrices (one for each phase) can be used to code your career information resources. You can list the components (eg chapters, software components, exercises, sessions, units, lesson plans) of the resources under review as column headings in the table provided. Then, review each resource and check which, if any, of the 11 career competencies the component primarily addresses.

Example of Product Coding Matrix: Phase IV

RESOURCE: SEVEN LESSONS IN CAREER DEVELOPMENT								REVIEWER: CJ												
SECTIONS:	Chapter One	Chapter Two	Chapter Three	Chapter Four	Chapter Five	Chapter Six	Chapter Seven	Unit 1	Unit 2	Unit 3	Unit 4	Facilitator Guide	Participant Manual	Reference Software	Q & A	Video	CD-ROM			
COMPETENCIES																				
AREA A: PERSONAL MANAGEMENT																				
1.4 Improve on abilities to maintain a positive self-image	✓			✓			✓	✓	✓		✓	✓	✓		✓		✓			
2.4 Improve abilities for building positive relationships in life and work			✓		✓	✓			✓			✓	✓		✓		✓			
3.4 Develop strategies for responding to life and work changes	✓						✓					✓	✓		✓		✓			
AREA B: LEARNING AND WORK EXPLORATION																				
4.4 Participate in continuous learning supportive of life/work goals	✓	✓			✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
5.4 Locate, interpret, evaluate and use life/work information(II)		✓					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
6.4 Understand how societal and economic needs influence the nature and structure of work (II)		✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
AREA C: CAREER BUILDING																				
7.4 Improve on abilities to seek, obtain/create and maintain work			✓	✓		✓														
8.4 Incorporate adult life reality into career decision-making				✓																
9.4 Incorporate life/work balance into the career building process				✓																
10.4 Understand and learn to overcome stereotypes in life and work building (II)					✓		✓													
11.4 Manage the career building process		✓																		
INSTRUCTIONS:	List the components (eg chapters, software components, exercises, sessions, units, lesson plans) of the resources under review as column headings in the table above. Then, review each resource and check which, if any, of the 11 career competencies the component primarily addresses.																			

Product Coding Matrix: Phase I

RESOURCE:								REVIEWER:													
SECTIONS:																					
AREA A: PERSONAL MANAGEMENT																					
1.1 Build a positive self-image while discovering its influence on self and others																					
2.1 Develop abilities for building positive relationships in one's life (I)																					
3.1 Discover that change and growth are part of life																					
AREA B: LEARNING AND WORK EXPLORATION																					
4.1 Discover lifelong learning and its contributions to life and work																					
5.1 Discover and understand career information																					
6.1 Discover how work contributes to individuals and the community																					
AREA C: LIFE/WORK BUILDING																					
7.1 Explore effective work strategies																					
8.1 Explore and improve decision-making																					
9.1 Explore and understand the interrelationship of life roles (I)																					
10.1 Discover the nature of life and work roles																					
11.1 Explore the underlying concepts of the career building process																					
List the components of the resources under review as column headings in the table above. Then, review each resource and check which career competencies the component primarily addresses.																					

Product Coding Matrix: Phase II

Product Coding Matrix: Phase II																				
SECTIONS:																				
CAREER COMPETENCIES																				
AREA A: PERSONAL MANAGEMENT																				
1.2 Build a positive self-image and understand its influence on life and work																				
2.2 Develop abilities for building positive relationships in one's life (II)																				
3.2 Learn to respond to change and growth (I)																				
AREA B: LEARNING AND WORK EXPLORATION																				
4.2 Link life-long learning to personal career aspirations, both present and future																				
5.2 Locate, understand and use career information																				
6.2 Understand how work contributes to the community																				
AREA C: LIFE/WORK BUILDING																				
7.2 Develop qualities to seek and obtain/create work																				
8.2 Link decision-making to career building																				
9.2 Explore and understand the interrelationship of life roles (II)																				
10.2 Explore non-traditional life and work options																				
11.2 Understand and experience the process of career building																				
INSTRUCTIONS:	List the components (eg chapters, software components, exercises, sessions, units, lesson plans) of the resources under review as column headings in the table above. Then, review each resource and check which, if any, of the 11 career competencies the component primarily addresses.																			

Product Coding Matrix: Phase III

Product Coding Matrix: Phase III																				
SECTIONS:																				
CAREER COMPETENCIES																				
AREA A: PERSONAL MANAGEMENT																				
1.3 Develop abilities to maintain a positive self-image																				
2.3 Develop abilities for building positive relationships in life and work																				
3.3 Learn to respond to change and growth (II)																				
AREA B: LEARNING AND WORK EXPLORATION																				
4.3 Link life-long learning to the career building process																				
5.3 Locate, interpret, evaluate and use career information																				
6.3 Understand how societal and economic needs influence the nature and structure of work (I)																				
AREA C: LIFE/WORK BUILDING																				
7.3 Develop abilities to seek, obtain/create and maintain work																				
8.3 Engage in career decision making																				
9.3 Link lifestyles and life stages to career building																				
10.3 Understand and learn to overcome stereotypes in life and work building (I)																				
11.3 Recognise and take charge of the career building process																				
INSTRUCTIONS:	List the components (eg chapters, software components, exercises, sessions, units, lesson plans) of the resources under review as column headings in the table above. Then, review each resource and check which, if any, of the 11 career competencies the component primarily addresses.																			

Product Coding Matrix: Phase IV

SECTIONS:																				
CAREER COMPETENCIES																				
AREA A: PERSONAL MANAGEMENT																				
1.4 Improve on abilities to maintain a positive self-image																				
2.4 Improve abilities for building positive relationships in life and work																				
3.4 Develop strategies for responding to life and work changes																				
AREA B: LEARNING AND WORK EXPLORATION																				
4.4 Participate in continuous learning supportive of career goals																				
5.4 Locate, interpret, evaluate and use career information (II)																				
6.4 Understand how societal and economic needs influence the nature and structure of work (II)																				
AREA C: LIFE/WORK BUILDING																				
7.4 Improve on abilities to seek, obtain/create and maintain work																				
8.4 Incorporate adult life reality into career decision making																				
9.4 Incorporate life/work balance into the career building process																				
10.4 Understand and learn to overcome stereotypes in life and work building (II)																				
11.4 Manage the career building process																				
INSTRUCTIONS:	List the components (eg chapters, software components, exercises, sessions, units, lesson plans) of the resources under review as column headings in the table above. Then, review each resource and check which, if any, of the 11 career competencies the component primarily addresses.																			

Appendix F

The Resources Review Table and the Resources Review Summary



The Resources Review Table and the Resources Review Summary can be used for reviewing your organisation's career development resource collection to determine the career competencies that are covered and to identify gaps that you would like to fill. Information on how to use these appendices can be found in Chapter 5 of the Blueprint.

Australian Blueprint for Career Development

RESOURCES REVIEW TABLE

RESOURCES REVIEW TABLE																			
SECTIONS:																			
CAREER COMPETENCIES																			
AREA A: PERSONAL MANAGEMENT																			
1. Build and maintain a positive self-image																			
2. Interact positively and effectively with others																			
3. Change and grow throughout life																			
AREA B: LEARNING AND WORK EXPLORATION																			
4. Participate in life-long learning supportive of career goals																			
5. Locate and effectively use career information																			
6. Understand the relationship between work, society and the economy																			
AREA C: LIFE/WORK BUILDING																			
7. Secure/create and maintain work																			
8. Make career enhancing decisions																			
9. Maintain balanced life and work roles																			
10. Understand the changing nature of life and work roles																			
11. Understand, engage in and manage the career building process																			
INSTRUCTIONS:	List the components (eg chapters, software components, exercises, sessions, units, lesson plans) of the resources under review as column headings in the table above. Then, review each resource and check which, if any, of the 11 career competencies the component primarily addresses.																		

RESOURCES REVIEW SUMMARY	PHASE			
	ONE	TWO	THREE	FOUR
CAREER COMPETENCIES				
AREA A: PERSONAL MANAGEMENT				
1. Build and maintain a positive self-image				
2. Interact positively and effectively with others				
3. Change and grow throughout life				
AREA B: LEARNING AND WORK EXPLORATION				
4. Participate in life-long learning supportive of career goals				
5. Locate and effectively use career information				
6. Understand the relationship between work, society and the economy				
AREA C: LIFE/WORK BUILDING				
7. Secure/create and maintain work				
8. Make career enhancing decisions				
9. Maintain balanced life and work roles				

10. Understand the changing nature of life and work roles				
11. Understand, engage in and manage the career building process				
INSTRUCTIONS:	<p>Review your Resources Review Tables. Add up the number of resources that address each career competency at each phase. Record the totals in the appropriate spaces in the table above.</p>			