

COURSE OUTLINE 2012

Subject and Level:

Career Pathways Year 12

Course Prerequisites:

No prerequisite

Aims:

Career Pathways is ultimately about discovering and creating pathways into the world of work that best suit you and building key skills to help you navigate your way successfully.

Course Content:

- **What job for me** - This is the investigation and exploration of possible career options and pathways that best suit the goals, interests and abilities of each individual student and develop possible action plans to turning them into reality.
- **Entering the world of work and dealing with customers** – Within this topic you will experience a 2 day course off campus observing the world of work, its customers and learning skills that best prepare you for a variety of interactions and experiences in the work force
- **Communication skills** – This skill set hits the top of what employers want. It will be a consistent focus throughout the year but in Term 2 we will solidly work on building the related skills and confidence in using them increasing your future employment potential
- **Choose Me!** - In this topic you will discover how to write a stand out resume and to target it for the job you want. You will learn how prepare for an interview, catch the eye of an employer and make a positive and lasting impression when participating in it.

Assessment:

Assessment in this course is entirely internal using a range of Unit Standards. The assessments are both practical and written in nature.

Reassessment opportunities will follow school policy.

Where can this take you?

Career Pathways is about helping you to discover what you want to do with your life and giving you the tools, the edge and the resources to assist you in making it happen.

Appeal procedures:

Follows the approved LPHS Assessment Appeals Procedure.

Contact for further inquiries:

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Assessment chart:

US No	Standard Title	Credits	Internal / External	Format	Indicative Date
12383 v3	Explore career options relevant to an area of learning and explore their implications for ones self	2	Internal	Research Task	Term1: week 7
56 v6	Attend to customer enquiries face-to-face and on the telephone	2 <i>(level 1)</i>	Internal	External customer service course	Term 1: week 10
57 v6	Provide customer service	2	Internal	External customer service course	Term 1: week 10
62 v5	Maintain personal presentation and a positive attitude in a workplace involving customer contact	4	Internal	External customer service course	Term 1: week 10
1299 v7	Be assertive in a range of specified situations	4	Internal	Written Test Practical Test	Term 2: week 6
10791 v3	Participate in an informal meeting	3	Internal	Written test Practical Test	Term 2: week 10
4252 v4	Produce a targeted resume	2	Internal	Produce a targeted resume	Term 3: week 5
1294 v5	Be interviewed in a formal interview	2	Internal	Written Test Practical Test	Term 3: week 9