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Assessment 4 – Life Beyond School**

**Stage 1 – Personal Learning Plan**

**Transitioning from High School to University, Tafe or work can sometimes be stressful and confusing. To help equip you with some tools to make this process more manageable and enjoyable, you will be completing the following activities.**

**Part 1 – Career Investigation**Use the Careers website to explore a minimum of 1 career in detail:

Before logging in click on For Students – Career Targets – identify some career possibilities

Now log in and in the Secure Area – in the Career Journeys section – Learn About Myself (book with worm) – View Activities – start from My Interests and work your way to the peak

Then: Career Journeys section – Career Exploration (planet) – View Activities – **Career Investigator** and Careers of the Future only.

For **Career Investigator** record in the e-Portfolio: Career title(s)

Expected earnings

Job availability and prediction of job security

Qualifications needed

Main tasks/skills

(For Students – Job and Career Information – Job and Career Search/Information – may also help with the above)

**Part 2 – Job Seeking Skills including Resume and Application Letter**

This bit is about getting ready to apply for jobs:

Log in and go to the cup of tea (Preparing for Work) tab – View Activities – do all activities

**Part 3 – Preparing for the Workplace**

Other considerations that will help you prepare for work life:

* Log in and go to the hazard slip sign (Workplace Health and Safety) – View Activities – do all activities
* Log in and go to the shooting star sign (World of Work) – View Activities – do all activities
* Log in and go to the electric brain sign (Enterprise Skills) – View Activities – do all activities
* Log in and go to the ring sign (Creating Your Own Opportunities) – View Activities – do all activities
* Log in and go to the burning pencil sign (Post School Options and Planning) – View Activities – do all activities

| Assessment Type 1: Folio | | Assessment Type 2: Review |
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| Understanding the Capabilities | Developing Personal and Learning Goals | Reviewing the Learning |
| Clearly explains understanding of the selected capability or capabilities, with insightful and detailed examples. | **Clearly identifies personal and learning goals and purposefully explores them in detail. Develops a range of effective strategies to achieve them.**  Interacts purposefully with others in developing and refining strategies.  Effectively develops the selected capability or capabilities relevant to achieving his or her goals, in well-planned, insightful, and/or creative ways. | Clearly reviews personal and learning goals with insightful reflection on the effectiveness of strategies to achieve them.  Reviews the development of the selected capability or capabilities, with insights into how this helps to achieve his or her goals. |
| Explains understanding of the selected capability or capabilities, with some detailed examples. | **Identifies personal and learning goals and explores them in some detail. Develops some effective strategies to achieve them**.  Generally interacts effectively with others in developing and refining strategies.  Develops the selected capability or capabilities relevant to achieving his or her goals, in a way that is mostly effective, and generally organised or creative. | Reviews personal and learning goals, with some insights into the effectiveness of strategies to achieve them.  Reviews the development of the selected capability or capabilities, with some ideas about how this helps to achieve his or her goals. |
| Gives some explanation of what the selected capability or capabilities are, with brief examples. | **Identifies personal and learning goals and explores some aspects of these goals. Develops at least one effective strategy to achieve them.**  Interacts with others, in developing and making some refinement to strategies.  Develops the selected capability or capabilities relevant to achieving his or her goals, in a way that has some effectiveness, and some organisation or creativity. | Reviews personal and learning goals, with some reflection on the effectiveness of the strategy or strategies to achieve them.  Reviews the development of the selected capability or capabilities, with an idea about how this helps to achieve his or her goals. |
| Gives some basic description of the selected capability or capabilities, with limited examples. | **Identifies one or more personal or learning goals and locates some information that may be relevant to the goal(s). Describes aspects of a possible strategy that may help to achieve the goal(s).**  Interacts with others, with limited effectiveness, to talk about possible strategies.  Develops an aspect of the selected capability or capabilities, with partial effectiveness. The relevance to the goal(s) may not be clear. | Describes one or more personal or learning goals with some recount of learning in the subject.  Describes own participation in an activity to develop the selected capability or capabilities, with a vague link to goals. |
| Attempts to describe at least one capability and give an example. | **Identifies a personal or learning goal without any realistic strategies to achieve it. Attempts to locate information that may be relevant to the goal.**  Gives limited responses to questions from others about possible strategies.  Attempts to develop an aspect of the selected capability or capabilities, with limited effectiveness or relevance to the goal. | Gives limited responses to questions about learning in the subject.  Gives limited responses to questions about own participation in an activity to develop the selected capability or capabilities. Makes a superficial statement about a selected capability in attempting to identify a link to a goal. |