



Term 4 Careers Class

Lesson	Activities/Worksheets	Teacher Sign-Off
Lesson 1	Interview Skills/Response Answers	
Lesson 2	Skills Road & My Future Finder	
Lesson 3 & 4	Putting Portfolio together	
Lesson 4	Recap of Career Classes – Paperwork & Games	

Website	URL	Information	Password
Typing Web	www.typing.com		
PHS Careers	www.peelcareers.com	Searching for a Job/ Peel Opportunities/ Career Pathways	
Job Jump	www.jobjump.com.au	Search Peel High School	bull
PHS Facebook	Search PHS Careers	Job Updates/Important Info for Peel students	

Check List – To do!

- ✓ Careers File in your documents
- ✓ Resume saved in your file as **your** First Name Surname Resume
- ✓ Like PHS Careers Facebook page
- ✓ Check the PHS careers website – www.phscareers.net
- ✓ Like Student Organisations on Facebook
- ✓ NO Risk Entries (Think about Work Experience/Volunteering)
- ✓ Resume (saved as First Name Surname Resume)
- ✓ Cover Letter (saved as First Name Surname Cover Letter)
- ✓ Job Application Process/Job Jump

If you have any other questions, please feel free to come and see me in the careers office (upstairs in the library) ☺

Happy Career Planning!!!

Miss Helen Pinkerton - Careers Adviser



Lesson 1: Interview Skills & Response answers

Lesson Information: PowerPoint on Interviewing

1. Go through “communication” & discuss its importance
2. Students talk to each other about something they are interested in
3. Students complete activity – Speed Dating

Ask students if they know what an Open and Closed Question is. Talk about this as a class. Explain that closed questions are usually yes, no or only one answer. Open questions, however, require a detailed response. Get one student to stand up and ask them an open question, then a closed question.

Students work in pairs to come up with 5 Open questions and 5 closed questions.

Closed: What’s your favourite colour?

Open: Why is it your favourite colour?

Once students have completed this, they can get into pairs and collect a laminated sheet of careers.



Accountant



Barber



Barman



Builder



Butcher



Chef



Cashier



Dentist



Engineer



Fireman



Doctor



Judge



Hairdresser



Lawyer



Optician



Nurse



Policeman



Postman



Reporter



Scientist



Vet



Plumber



Waiter/Waitress



Carpenter

Activity: Speed Dating Questions & Activity

Lesson 2: Skills Road & My Future Finder

Lesson Information: 1. Class Discussion – Career Quiz

2. Students complete My Future Finder (email results)

3. Students Complete Skills Road Quiz

To access my Future Finder & Skills Road Links follow the instructions below;

1. Go to www.phscareers.net
2. Go to Careers Classes (Tab along the top)
3. Go to Career Class – Term 4
4. Use your password 0100 to access
5. Click Lesson 2 – see links in green.

Once you have finished completing these career quiz, please save into your career folder

My Future Finder - Peel High School

SKILLSROAD *your career journey starts here*

STUDENTS ▾

JOB SEEKERS ▾

PARENTS ▾

TEACHERS ▾

EMPLOYERS ▾

ABOUT ▾

Lesson 3: Putting Portfolio together

- Lesson Information:**
1. Portfolio
 2. Students complete Title Page for Portfolio
 3. Students complete portfolio (print & include documents)

Instructions:

You need to create a TITLE PAGE for "Career Portfolio".

Make sure it has a border, font is Times New Roman or Arial (Or something really easy to read), black in colour and includes your name and contact details.

It should look something like this.

Save this in your folder as "**Your name**" Career Portfolio Title Page.

HELEN PINKERTON
CAREER PORTFOLIO

Careers Adviser (Peel High School)

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Email: helen.pinkerton2@det.nsw.edu.au

Lesson 4: Recap of Careers Classes

Paperwork & Games



Thanks so much for such a wonderful year! I'm very proud of what you have achieved!

Good luck with your career journey!

Enjoy the last career lesson ☺

As always, if you have any other questions, please feel free to come and see me in the careers office (upstairs in the library) ☺

Happy Career Planning!!!

Miss Helen Pinkerton - Careers Adviser