

My Career Insights

Student e-workbook

My Choices  
– Planning for  
work experience

### My Choices – Planning for work experience

This workbook will help you determine your suitability for careers you are interested in and understand why. It will assist you to explore employment options within your region and to assess how well different workplaces match your preferences.

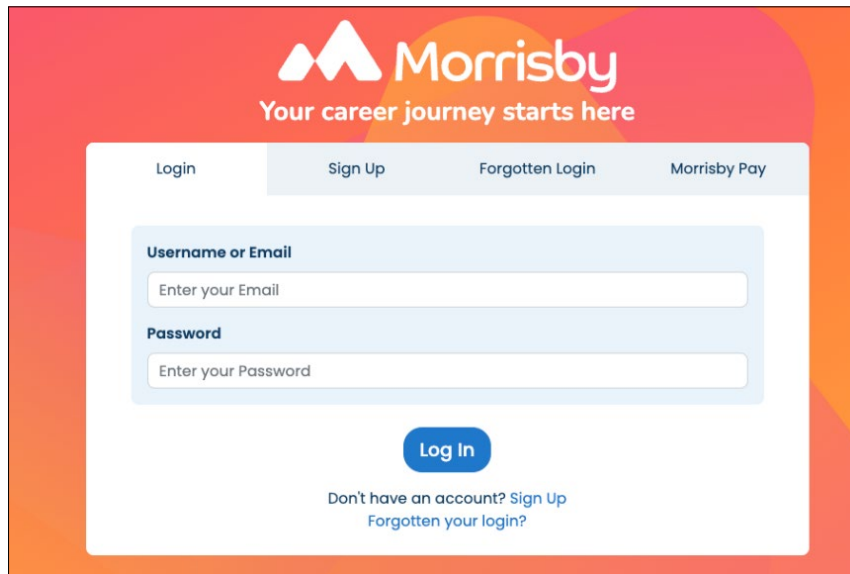
We encourage you to keep visiting your online profile as part of the career conversations you will have in your senior years of school so that as your interests change your profile can change with you.



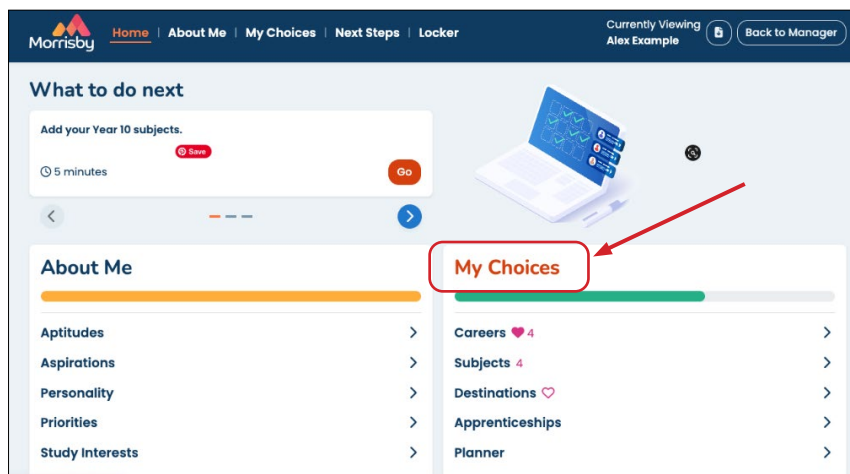


## PART 1 – MY CHOICES EXPLORING CAREERS

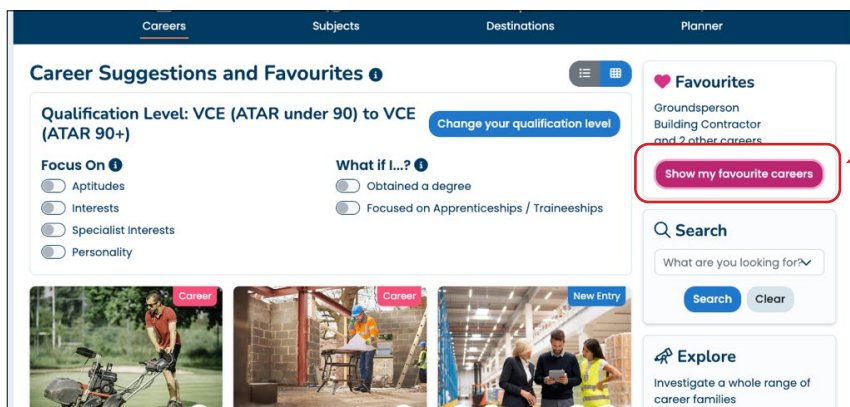
- 1 Go to [app.morrisby.com](http://app.morrisby.com) and log in using your **email and password**



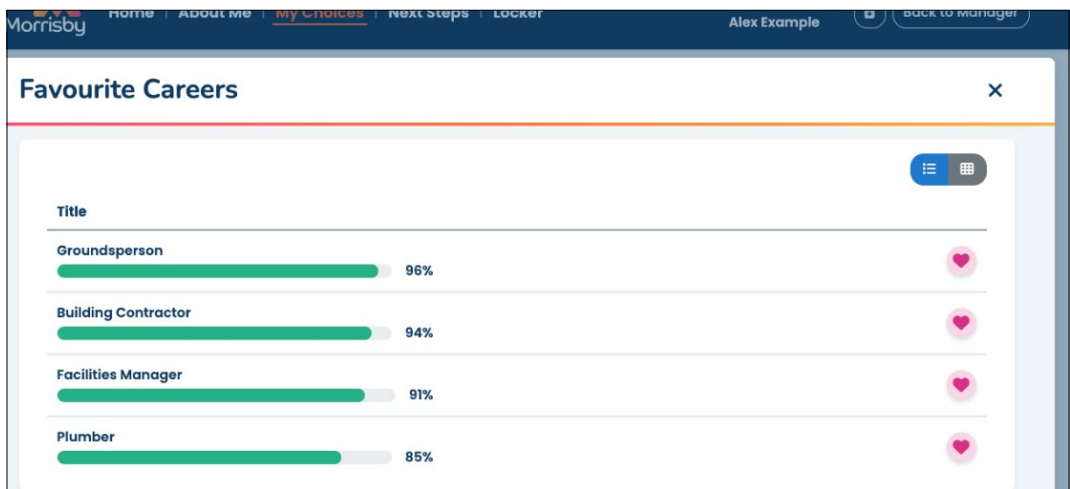
- 2 From your home page, select **My Choices**



- 3 Select **Show my favourite careers**




**4** Are you still interested in exploring these careers? Update your career favourites by adding or removing careers that longer interest you.



### **5** Favourite Careers

Choose **3** careers from your list of favourites that you are most interested in exploring further. Don't forget that you can use the **Search** function to find something specific, or the Explore function to browse particular career families.

The percentage rating indicates how well this career matches with your profile.

E.g. Plumber		<b>85%</b>



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## Researching careers of interest

Click on a chosen career. Consider if you have, or could develop the necessary traits and capabilities required. Use the career links in your profile to review the typical task and duties required for the role and consider if your interests and aptitudes align with this job.

It is important to note that more than one set of interests and strengths can be associated with career choices

Ask your teacher if there are any steps you don't understand or **need help**.

**Example:** The example below is provided to guide you to complete the table using your career interest.

The screenshot shows a career profile for 'Plumber'. At the top, it says 'Plumber' and 'Your rating' with a green progress bar at 85%. There is a 'One of your favourites' button with a heart icon. Below this, the 'Requirements' section is highlighted with a red box and a red arrow points to it. The 'Requirements' section is titled 'Academic and Vocational Notes' and contains the following text:

To become a plumber you need to complete a 4 year apprenticeship in plumbing. You combine on-the-job training with Certificate III in Plumbing. Some plumbers will also go on to Certificate IV in Plumbing and Services if they wish to specialise in particular areas. Previous work experience will help when applying for apprenticeships. You can also study courses like Certificate II in Construction or Drainage to build relevant construction skills. These can also combine with on-the-job training as traineeships. Keep in mind that you may have to sit a skills test as part of your application. You can apply for apprenticeships directly with employers, or with Group Training Companies, which send you to host employers. Part-time apprenticeships may be started in school as part of a Year 11/12 program which, in Victoria, may include VCE Vocational Major. Employers may allow you to do your Certificate through block release or one day per week to TAFE or another Registered Training Provider (RTO). Some RTO's carry out training and assessment in the workplace. As a worker in construction you must undergo safety induction training and be issued with a Construction Induction Card ( a "white card"). A car licence and your own vehicle is an advantage when seeking employment. Following your apprenticeship you must obtain your licence from the Plumbers Licensing Board before you can work independently.

### Career example: Plumber

Future demand: (0.4%) total new Victorian workers expected by 2026 + 1,329  
([www.vic.gov.au/employment-forecast-dashboard](http://www.vic.gov.au/employment-forecast-dashboard))

Average salary: \$75,000-\$95,000 ([seek.com.au](http://seek.com.au))

<p><b>Typical tasks/duties</b> (you can find this information within your profile career key links)</p>	<p><b>Suggested/Required Interests</b> (these are things someone would typically be interested in if selecting this role)</p>	<p><b>Suggested/Required Aptitudes (strengths or abilities)</b> (these are example strengths for this role)</p>
<p><i>Example: Plumber Studying blueprints, drawings and specifications to determine the layout of plumbing systems and materials required.</i></p>	<p><i>Make, build and transport. Analysing numbers.</i></p>	<p><i>Abstract (for example being able to understand complex information such as diagrams, plans or charts)</i></p>



**Career one:**

Future demand:

Average salary:

Typical tasks/duties	Interests	Aptitudes

**Career two:**

Future demand:

Average salary:

Typical tasks/duties	Interests	Aptitudes

**Career three:**

Future demand:

Average salary:

Typical tasks/duties	Interests	Aptitudes



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In the **About Me** tab, review your **workplace** preferences.

### Workplace: Your preferences

Physically active work

Working outdoors

Working indoors

Dealing with the public

**Q:** To what extent do your chosen careers match your workplace preferences?

**Q:** Which career matches your workplace preferences most and why?

**If you prefer to be physically active and work outdoors, does your chosen career allow for that, or does it require you to be seated at an office desk for long periods of time?**



**Ask your teacher if there are any steps you don't understand or need help.**



## PART TWO – PLANNING FOR WORK EXPERIENCE

- 1 Use the internet, your family, other networks such as sporting or social clubs to find connections to potential workplaces for careers of interest within your region.

CAREER ONE:	
Business/organisation name:	Business/organisation name:
Address:	Address:
Key services:	Key services:
Size:	Size:
Contact person:	Contact person:
Phone:	Phone:
Email:	Email:

CAREER TWO:	
Business/organisation name:	Business/organisation name:
Address:	Address:
Key services:	Key services:
Size:	Size:
Contact person:	Contact person:
Phone:	Phone:
Email:	Email:

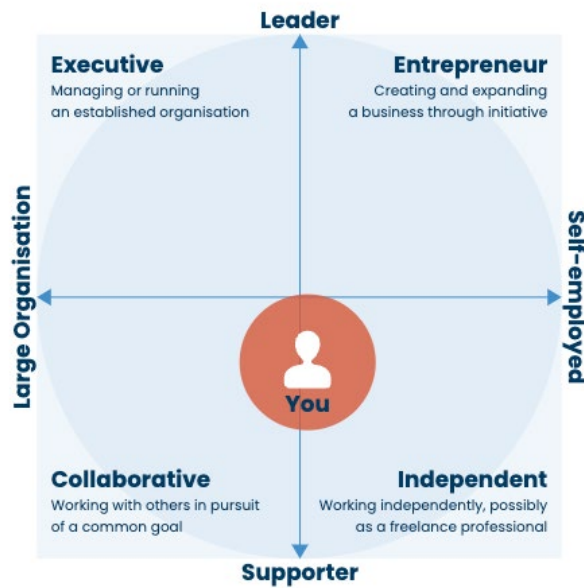
CAREER THREE:	
Business/organisation name:	Business/organisation name:
Address:	Address:
Key services:	Key services:
Size:	Size:
Contact person:	Contact person:
Phone:	Phone:
Email:	Email:



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In the **About Me** tab, review the information about your **work style**.

## Work Style: Your organisational role



## Your Style

- ✓ Enthusiastic
- ✓ Innovative
- ✓ Ambitious
- ✓ Creative
- ✓ Independent
- ✓ Individualistic

List the 3 work styles that you are most proud of from the work styles list within your profile:

1.
2.
3.

**Q:** How do you think you can demonstrate these workstyles in one of the workplaces you have chosen?

Workstyle:



**Ask your teacher if there are any steps you don't understand or need help.**

You might like to talk to your teacher about the next steps for work experience:

- Preparing your resume
- Writing a cover letter
- Mock job interview
- Cold calling employers
- Filling out forms/work experience documents

**Note:** It is recommended that you update your Career Action plan with the information and changes you have made during this process.