



LEARNING OUTCOMES

Unit Two



Module One: Building your professional identity

By the end of this module, students will be able to:

- **Define** personal branding and explain its relevance to career success. (*Remembering*)
- **Explain** how personal brand, identity, and values are connected. (*Understanding*)
- **Identify** strategies for building and maintaining a positive personal brand online and in person. (*Remembering*)
- **Apply** written communication skills to promote a professional personal brand. (*Applying*)
- **Analyse** how non-verbal behaviour and online presence shape first impressions. (*Analysing*)
- **Explain** the responsible characteristics and professional behaviours valued in the workplace. (*Understanding*)
- **Identify** factors driving change in life and work roles. (*Remembering*)
- **Explain** the employability skills needed to adapt to a changing world of work. (*Understanding*)
- **Describe** strategies for achieving and maintaining a healthy work-life balance. (*Understanding*)
- **Apply** stress management strategies to workplace-style scenarios. (*Applying*)
- **Analyse** the signs and impacts of burnout and overwork. (*Analysing*)
- **Reflect** on personal habits and behaviours that support wellbeing and professional reputation. (*Evaluating*)



Module Two: Lifelong learning and career growth

By the end of this module, students will be able to:

- **Explain** the value of lifelong learning in a changing world of work. *(Understanding)*
- **Identify** types of informal learning opportunities available outside the classroom. *(Remembering)*
- **Describe** formal learning pathways, including VET, university, and micro-credentials. *(Understanding)*
- **Analyse** which learning pathway best suits a given career goal. *(Analysing)*
- **Apply** knowledge of formal and informal learning to personal career planning. *(Applying)*
- **Explain** how government support, such as student loans, can assist with further study. *(Understanding)*
- **Reflect** on personal learning goals and next steps after school. *(Evaluating)*



Module Three: Making better decisions

By the end of this module, students will be able to:

- **Identify** common decision-making models, including SWOT, SOAR, PMI, and DECIDE. *(Remembering)*
- **Explain** how each decision-making model can be applied to different types of decisions. *(Understanding)*
- **Apply** a decision-making model to a real or simulated personal decision. *(Applying)*
- **Analyse** the benefits of using structured decision-making models. *(Analysing)*
- **Evaluate** personal decision-making style and identify areas for growth. *(Evaluating)*
- **Reflect** on past decisions and identify improvements for future decision-making. *(Evaluating)*



Module Four: Building your career and professional profile

By the end of this module, students will be able to:

- **Identify** strategies for remaining employable in a changing job market. *(Remembering)*
- **Explain** the difference between proactive and reactive approaches to career development. *(Understanding)*
- **Describe** strategies for building effective personal and professional networks. *(Understanding)*
- **Apply** self-promotion techniques to communicate achievements respectfully. *(Applying)*
- **Identify** the key sections and purpose of a resume and cover letter. *(Remembering)*
- **Apply** resume-writing conventions to draft key resume components. *(Applying)*
- **Explain** the purpose and audience of a career portfolio. *(Understanding)*
- **Analyse** the difference between claims and evidence in career documentation. *(Analysing)*
- **Evaluate** a career portfolio against the qualities of relevance, clarity, professionalism, and currency. *(Evaluating)*
- **Develop** a plan to build and maintain a personal career portfolio over time. *(Creating)*



Module Five: Understanding your employment

By the end of this module, students will be able to:

- **Define** Work Health and Safety (WHS) and explain its importance in the workplace. *(Remembering)*
- **Identify** employer and employee responsibilities under WHS law. *(Remembering)*
- **Explain** the role of honesty, teamwork, and workload management in maintaining a safe workplace. *(Understanding)*
- **Identify** behaviours that constitute workplace bullying and sexual harassment. *(Remembering)*
- **Describe** the purpose of key employment documents, including the National Employment Standards, Fair Work Information Statement, and Casual Employment Information Statement. *(Understanding)*
- **Explain** the components of an employment contract, including position, employment type, and probationary period. *(Understanding)*
- **Apply** knowledge of employment documents and contracts to real-world employment scenarios. *(Applying)*
- **Analyse** strategies employers use to retain employees. *(Analysing)*
- **Evaluate** the mutual benefits of employee investment and employer retention strategies. *(Evaluating)*



Module Six: Preparing for the workplace

By the end of this module, students will be able to:

- **Define** key financial literacy concepts, including gross pay, net pay, tax, and superannuation. *(Remembering)*
- **Explain** the purpose of a Tax File Number and PAYG tax. *(Understanding)*
- **Identify** behaviours that demonstrate reliability in the workplace. *(Remembering)*
- **Explain** why reliability matters to employers, co-workers, and customers. *(Understanding)*
- **Apply** advanced teamwork skills, including communication, adaptability, and conflict resolution, to workplace-style scenarios. *(Applying)*
- **Analyse** the relationship between productivity and digital literacy. *(Analysing)*
- **Apply** safe and responsible digital practices in a workplace context. *(Applying)*
- **Identify** different types of bias, including personal, organisational, and digital bias. *(Remembering)*
- **Analyse** information sources for signs of bias. *(Analysing)*
- **Evaluate** personal biases and their impact on communication and decision-making. *(Evaluating)*