



Career Competency Portfolio

Year _____

NAME _____

Career Management Competency 1

Build and maintain a positive self concept

Examples of ways you can demonstrate this competency;

☐

Show understanding of personal attributes

Independent Living

English

Mentor Group

Pathways to Empowerment

Health Studies

Year 11 English – report on body image

☐

Adopt/ demonstrate positive behaviours

Printed comments from staff

Examples of Hobbies

☐

Example of giving or receiving feedback

Evaluation forms from class subject

SWL feedback

Career Management Competency 2

Interact positively and effectively with others

Examples of ways you can demonstrate this competency;

☐

Example of working collaboratively with others

☐

Example of helping others in a volunteer situation

Within school (colours award)

In the community

Through an organisation (a certificate of thanks)

☐

Example of expressing personal feelings and ideas

e.g. Year 11 English – report on public speaking

Career Management Competency 3

Change and grow throughout life

Examples of ways you can demonstrate this competency;

☐☐

Stress Management – attend workshop

☐

Career Management Competency 4

Participate in lifelong learning supportive of career goals

Examples of ways you can demonstrate this competency;

☐

Having a learning plan
Example of course selection and course counselling
Learning style test
Multiple intelligence test

☐

Demonstrate goal setting strategies
Mentor lessons
Pathways to empowerment unit

☐

Understanding transferable skills- examples of following from various class tasks:
Communication
Team work
Problem solving
Self Management
Planning and organising
Technology
Initiative and Enterprise
Enthusiasm for learning

Career Management Competency 5

Locate and effectively use career information.

Examples of ways you can demonstrate this competency;

☐

Investigating work conditions

e.g. SWL Worksafe module and certificate

Subject outcomes –

e.g. Explore career opportunities in Food Industry

Explore career opportunities in Textile, Clothing Industry

Explore career opportunities in Community and Child services

☐

Accessing reliable information

e.g. University visits

TAFE visits

Careers Expo

☐

Use computer/ library resources to investigate career choices

○ JigCal

○ Career One

○ MyFuture

○ Job guide

Career Management Competency 6

Understand the relationship between work, society and the economy

Examples of ways you can demonstrate this competency;

☐

Attend SWL induction

☐☐

Career Management Competency 7

Secure/create and maintain work

Examples of ways you can demonstrate this competency;

☐

Demonstrate the skills, knowledge and attitudes necessary for a successful work interview
e.g. SWL interview

☐

Engage in work opportunity

- SWL placement
- Paid part-time job
- Unpaid work experience

☐

Volunteer

Career Management Competency 8

Make career enhancing decisions

Examples of ways you can demonstrate this competency;

☐

Complete Traineeship
Certificate II in -

☐☐

Career Competency 9

Maintain balanced life and work roles

Examples of ways you can demonstrate this competency;

☐

- Understand importance of leisure
- Independent Living outcomes
- Physical Education outcomes

☐

- Plan and experience leisure activities that contribute to a balanced life
- Fitness centre program
-

☐

- Study time-table – Pathways to Empowerment

Career Management Competency 10

Understand the changing nature of life and work roles

Examples of ways you can demonstrate this competency;

☐

Examine stereotyping – year 12 English

☐

Examine/ participate in non traditional work roles

☐

Career Management Competency 11

Understand, engage in and manage the career building process

Examples of ways you can demonstrate this competency;

☐

Create and Maintain Career Portfolio

☐

Update resume

☐

Destination survey

AREA A

PERSONAL MANAGEMENT

AREA B

**LEARNING AND WORK
EXPLORATION**



AREA C

CAREER BUILDING