 Parkes High School

 Stage 5

Careers Portfolio

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Black Tick Symbol High Res Stock Images | Shutterstock | **Career Activities****and class tasks** | **Student Signature** | Teacher Signature |
|  | **PHS Careers Web Page** |  |  |
|  | **Year 10 Careers Assessment schedule (P)** |  |  |
|  | **Year 10 Interview and Work Experience schedule (P)** |  |  |
|  | **Sign in Google Classroom** |  |  |
|  | **Job Jump Login** |  |  |
|  | **Careers reflection activity (B)** |  |  |
|  | **Action Plan (P)** |  |  |
|  | **What do you need to apply for a job(B)** |  |  |
|  | **2 Written references (P)** |  |  |
|  | **Work Ready assessment Task 1 (P)** |  |  |
|  | **Resume plan (B)** |  |  |
|  | **Work Ready Assessment****Job application Resume (GC) (P)** |  |  |
|  | **Cover Letter plan (B)** |  |  |
|  | **Work Ready Assessment****Job Application Cover Letter (GC) (P)** |  |  |
|  | **Criteria plan (B)** |  |  |
|  | **Work Ready Assessment****Job Application Criteria Statement (GC) (P)** |  |  |
|  | **Edited Resume – after feedback (GC) (P)** |  |  |
|  | **World of Work Assessment Task 2 (P)** |  |  |
|  | **Mywork experience modules (online)** |  |  |
|  | **Ready for work experience certificate(P)** |  |  |
|  | **Student Guide to Work Place Learning Booklet (P)** |  |  |
|  | **Job Jump eWork Experience sheet (B)** |  |  |
|  | **Job Jump eWork Experience certificate (P)** |  |  |
|  | **USI number (P)**  |  |  |
|  | **NESA number(P)** |  |  |
|  | **Tax file Number (P)** |  |  |
|  | **Skills Road Career Quiz (P)** |  |  |
|  | **\* SUBMIT PORTFOLIO – Semester 1**  |  |  |
|  | **Career decisions to manage work and study transitions** -**Assessment Task 3 (P)** |  |  |
|  | **Skills Road Job Fit Test (P)** |  |  |
|  | **Year 10 Tracking (P)** |  |  |
|  | **My Future Bulls Eye (B)** |  |  |
|  | **Job Jump Subject Selection (P)** |  |  |
|  | **UAC Subject Compass(P)** |  |  |
|  | **University ATAR research (B)** |  |  |
|  | **Job Jump Apprenticeship / Traineeship Quiz x 4**  |  |  |
|  | **Lets get work ready (B)** |  |  |
|  | **Getting to know yourself (B)**  |  |  |
|  | **Positive Mindset (B)** |  |  |
|  | **Conflict in the Workplace (B)** |  |  |
|  | **Values in the Workplace (B)** |  |  |
|  | **Discipline in the Workplace (B)** |  |  |
|  | **Tips to get you job read(B)** |  |  |
|  | **Indeed Career guide – 21 Tips to make a good first impression (B)** |  |  |
|  | **Interview Techniques (B)** |  |  |
|  | **Mock Interview video (GC)** |  |  |
|  | **Revisit Action Plan (achieved YES/N0) (P)** |  |  |
|  | **Student Pathway Survey (online)** |  |  |
|  | **Student Pathway plan (online)** |  |  |
|  | **Study Work Grow activities – Summer jobs, Upskill at school and Gap Year** |  |  |
|  | **Careers Booklet (P)** |  |  |
|  | **\*SUBMIT PORTFOLIO - Semester 2** |  |  |
|  | **All My Own Work (P)** |  |  |
|  | **Work Experience Evaluation (P)** |  |  |
|  | **Work Experience Diary(P)** |  |  |
|  | **Work Experience Employer Assessment (P)** |  |  |
|  |  **Year 10 School report (P)** |  |  |

 (P) – Portfolio

 (B) – Careers Booklet

 (GC) – Careers Google Classroom