Online Learning
Student Resource

Future of Work:
Researching Careers

Curriculum Links:

- Literacy
- Numeracy
- Economics
- Humanities
- Visual Communication
- Work Related skills Unit 1 & 2
- VET: Certificate II in Workplace Skills
- VET: Certificate III in Emerging Technologies

Name:

This resource supports the Victorian Careers Curriculum Framework Years 7-10, VCE Vocational Major (VM) and Victorian Pathways Certificate (VPC).

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This resource will direct students to the latest reliable and credible employment information (Nationally, Statewide, Regionally and Locally) to assist them to develop strategies to improve their future career prospects.

Future of Work: Researching Careers

In 2023 the National Skills Priority List showed that 36% of occupations were in a national shortage. The labour market began tightening in late 2021 and recruitment challenges have become apparent.

Jobs and Skills Australia was set up to engage, advise and assist the Australian Government and other stakeholders in decision making on current, emerging, and future skills and workforce needs of Australian Economy including regional, rural and remote Australia. They also research new industries and new technologies, current and future skills and labour shortages, and look at what priority skills, vocational training and education will be needed to meet the challenges in the labour market.

In July 2021 the Victorian Government also established the Victorian Skills Authority VSA to provide evidence-based planning and solutions to meet current and future skills that will be needed in Victoria over the next 3 years.

This resource will expose students to occupations, careers and pathways available to them using real time data.

Learning Outcomes:

This Future of Work resource allows students to:

- Use reliable and credible information to inform planning and decision making relating to their future career plan.
- Use employment data (nationally, statewide and regionally) to understand the advantages and disadvantages of pursuing employment in low, medium and high growth areas.
- Gain an awareness of Australian Skill Classifications and how these relate to core, specialist and technology skills in occupations listed by ANZSCO. (Australian and New Zealand Standard Classification of Occupations >1600 occupation listed)
- Explore the suitability of their personal skills and capabilities and how these relate to future employment and career planning.

On average, a person will change their career 5-7 times throughout their working life. When a person trains or works in 1 job, they acquire skills for 13 other jobs.(fya.org.au) Some skills are in more demand than they were 5 years ago, and other new skills and technologies are emerging and will be needed in the future workforce.

It is the perfect time to start thinking about your skills and industries that you would like to like to train and work in.

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This resource is proudly provided by the Geelong Region Local Learning and Employment Network.
Compiled by Amanda Stirrat, Project Officer GRLLEN. ©

We acknowledge the Wadawurrung peoples of the Kulin Nation, the traditional custodians of the land and waters on which we live and work. We pay our respects to their Elders past, present and emerging, and thank them for their care of the land.

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Activity 1

How do I know what career I might be suited to?

THE FUTURE OF WORK

Where do I start?

Choosing a career path can be tricky no matter how old you are. But remember, not knowing what you want to do isn't the end of the world.

You need to focus on finding out about different careers and trying out different options.

A good website to help you with this is the myfuture website which is Australia's' National Career Information Service managed by Education Services Australia (ESA).

My Future provides resources to explore career pathways and tools to develop self-knowledge to help with making career decisions.

To use this website you need to log in by creating a username and password which is free.
(click the orange icon).

From home page hover over the student's tab at top left hand and you will see the tools available to you that will help you to discover your interests, values, skills and how they relate to future careers and study options.

Begin by completing your Career Profile. Complete the 9 activities which are designed to help you explore career pathways and develop self-knowledge for making future career decisions. After completing an activity go to the activities tab at the top to complete the next one.

Once you have completed the Career Profile activities view your results, which you can export in a PDF, print or email to yourself or others.

You can come back to these activities and redo them as your interests evolve and you gain more experience.

Suggested Occupations will be generated that match your interests, skills and education levels. Each of the occupations listed is linked to a full occupation profile by clicking on the occupation you select.

To choose your favourite click on the star at top right hand corner and these will be saved for you to view at any time.

Click to begin your career profile. My career profile | myfuture

myfuture

Activity 1

How do I know what career I might be suited to?

THE FUTURE OF WORK

Career Bullseye

Another feature of this website is the Career Bullseye which show you occupations that match the 33 school learning areas.

If you have completed the study activity in the My Career Profile you will see your suggested learning areas first. Below these are the 33 school learning areas.

Select a learning area you enjoy, and a bullseye will appear with a range of occupations and the level of Education/Training related to that learning area.

If you click on an occupation that you think you would like it comes up with a full occupation profile that provides what education, training and skills are needed as well as employment prospects.

Choose a learning area that you like at school. Click onto an occupation that you think you might enjoy.

Name of Occupation:	

List 5 main tasks:

1	
2	
3	
4	
5	

Complete the table below:

Weekly Pay	
Skill Level	
Future Growth	
Learning are/Subjects	
Skills	

Activity 1

How do I know what career I might be suited to?

THE FUTURE OF WORK

Career Quizzes help you to find out more about yourself

Take a career quiz >>

Find out more about yourself to decide what careers might be suitable for you.

What Career best suits you

CLICK HERE

Explore Careers

CLICK HERE

Gordon Tafe Career Quiz

CLICK HERE

Activity 2

Employability Skills

THE FUTURE OF WORK

What are Employability Skills?

Employability Skills are those skills that are transferable across many jobs and careers.

They are essential skills that employers look for, personal qualities and values you have, can be demonstrated in many ways and you already have them. But how strong are they?

Complete the following Eight Employability Skills Checklist.

Employability Skill			I'm OK at this	I need to work on this
1	Communication	I think about how I communicate and how it affects others, both written and verbally	◯	◯
		I ask questions when not sure	◯	◯
		I am an active listener	◯	◯
		I show respect when I communicate	◯	◯
2	Problem Solving	I think of all the options before making a decision	◯	◯
		I can see problems and try to solve them	◯	◯
		I think before I do something	◯	◯
		I think about the consequences before I act	◯	◯
		I know when I need to get help	◯	◯
3	Teamwork	I work well with others to complete tasks and meet goals	◯	◯
		I contribute to new ideas	◯	◯
		I work well with others of different genders, cultures or beliefs	◯	◯
		I follow the directions of my supervisors.	◯	◯
4	Self-management	I arrive at work/school on time with right clothing and equipment	◯	◯
		I understand how my words and actions can affect others	◯	◯
		I show commitment and responsibility	◯	◯
		I am dependable, I follow instructions and complete tasks	◯	◯
		I follow health and safety guidelines	◯	◯

Activity 2

Employability Skills

THE FUTURE OF WORK

Employability Skill			I'm OK at this	I need to work on this
5	Planning & Organising	I can identify tasks needed to complete a job given to me	○	○
		I am able to organise my time to meet a deadline	○	○
		I plan out steps needed to complete tasks	○	○
		I am motivated to finish tasks in a given time frame	○	○
6	Learning	I am willing to learn new tasks, skills and information	○	○
		I am curious and enthusiastic about a task given to me	○	○
		I look for opportunities to learn new skills	○	○
		I accept advice and learn from feedback	○	○
7	Technology & Digital Skills	I connect with other people, information and contexts using digital systems and technologies	○	○
		I understand that technologies change, and I keep up-skilling myself	○	○
		I am interested in new technologies and digital systems and familiarise myself with them	○	○
8	Initiative & Enterprise	I look for new ways of doing things	○	○
		I am creative and like to apply my ideas if I think it will help a situation	○	○
		I look for opportunities to improve ways of doing things or in helping others to complete tasks	○	○

Eight Employability Skills

The Geelong Region Local Employment Network have also developed a Work Readiness student e resource that has activities for you to learn more about yourself and to help you create a career plan.

Click the link to access e Resource. (click the pink icon).

GRLLEN Work Readiness *e* Resource

Activity 3

Future of Work Nationally

THE FUTURE OF WORK

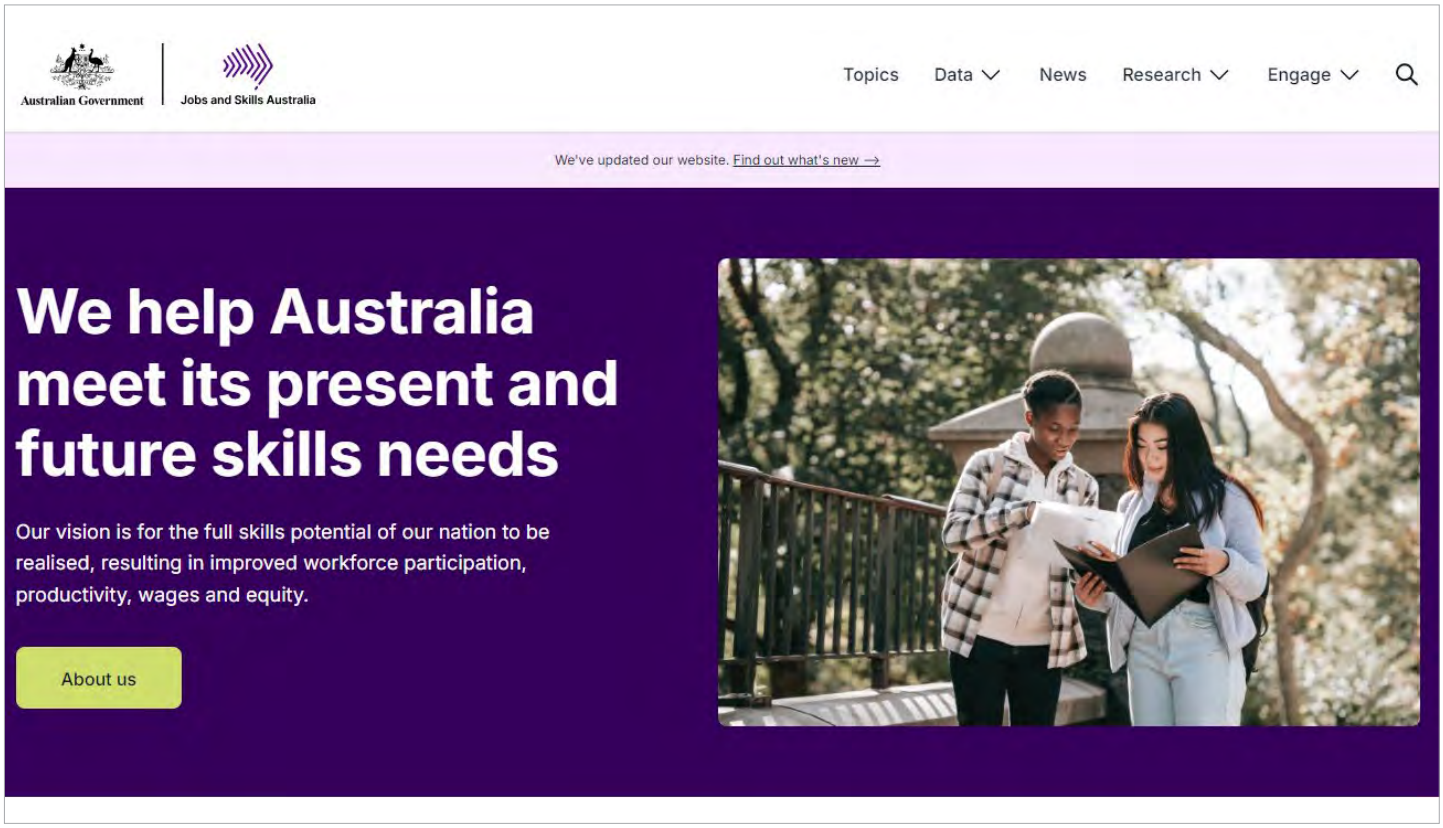
Jobs and Skills Australia

Jobs and Skills Australia was established in late 2021 due to a tightening of the labour market as there was a shortage of skilled workers and persons to fill job vacancies. Their role was and is to engage, advise and assist Government and stakeholders in making decisions for the future of work in Australia, nationally, regionally and in rural and remote areas.

They conduct research and give quarterly Labour Market Updates providing information about issues affecting Australia's current and emerging labour market; quarterly Skills Shortage reports which analyse occupation shortage pressures. They also produce an annual Australian Jobs Report in December of each year which provides an overview of trends in Australian Labour market and is a great resource for school leavers and job seekers.

Click on their website and familiarise yourself with their site. (click the yellow icon).

Jobs and Skills Website



Activity 4

Australian Skills Report

THE FUTURE OF WORK

The Hays Skill Report

To participate in work whether you are an employee, self-employed or a volunteer you bring with you a set of non-technical (generic or employability skills) and will need to combine these with technical or specific skills and core language, literacy and numeracy skills to be able to perform in a particular job role.

World of Work is changing faster than ever before. What you learned yesterday might not meet the demands of tomorrow.

In 2025 organisations have reported facing skill shortages and critical gaps in both technical and human skills.

Click on the Hays 2025 skills report and watch the video.

The Hays 2025 Skill Report

click

1. What are the three vital skills human skills mentioned and why are they the backbone of innovation and collaboration?

1	
2	
3	

Activity 4

Australian Skills Report

THE FUTURE OF WORK

The Hays Skill Report

Scroll down to FAQ to answer the following questions.

2. What is a skills shortage?

3. What is a skills gap?

4. What causes a skills shortage?

5. List the careers and industries that currently have the biggest skills gaps in Australia.

1	
2	
3	
4	

Activity 4

Core Job Skills

THE FUTURE OF WORK

Soft & Hard Skills

The Core Job Skills or employability/soft skills that are valued and transferrable across most professions are:

1. Communication
2. Teamwork
3. Problem Solving
4. Critical Thinking
5. Adaptability and flexibility
6. Self-Management
7. Learning and Initiative
8. Technology
9. Leadership
10. Emotional Intelligence

These have been identified by Australian employers and industry as important for successful participation in the workforce.

Technical Work Skills or hard skills are the specific practical abilities and knowledge needed to perform a specialised task. These are the day-to-day work tasks of a particular job or occupation.

They are acquired through training and education, hands on experience and are critical for efficiency and productivity in many fields.

Technology Tools are the software and hardware used in an occupation.

Look at the below list of skills and tick which skill you think it is - soft or hard.

Skill	Soft	Hard
Communication	◯	◯
Adaptability and Flexibility	◯	◯
Read blueprints of a building	◯	◯
Present ideas for colour schemes and palettes to clients	◯	◯
Problem solving an issue	◯	◯
Review documentation for imported and exported goods	◯	◯
Installing, calibrating, testing and repairing electrical instruments	◯	◯
Self- management	◯	◯
Setting up and shooting photos in studio or on location	◯	◯
Attention to detail	◯	◯
Taking and recording vital signs of a patient	◯	◯
Teamwork	◯	◯

Activity 4

Core Job Skills

THE FUTURE OF WORK

Soft & Hard Skills

Using the Seek website choose any four occupations that interest you. (You can also search more occupations by browsing careers by industry).

Fill out the following for each occupation you choose.

SEEK Website

1	Job Name	
	Job Description	
	List Soft Skills	
	List Hard Skills	
	List any technology tools you would use in this job	
	Minimum Qualification	

2	Job Name	
	Job Description	
	List Soft Skills	
	List Hard Skills	
	List any technology tools you would use in this job	
	Minimum Qualification	

Activity 4

Core Job Skills

THE FUTURE OF WORK

Soft & Hard Skills

3	Job Name	
	Job Description	
	List Soft Skills	
	List Hard Skills	
	List any technology tools you would use in this job	
	Minimum Qualification	

4	Job Name	
	Job Description	
	List Soft Skills	
	List Hard Skills	
	List any technology tools you would use in this job	
	Minimum Qualification	

Activity 5

Skill Clusters

THE FUTURE OF WORK

That Australian Government has developed a Core Skills for Work Development Framework (CSfW) which describe a set of non-technical skills, knowledge and understandings that underpin successful participation in work.

The CSfW describes performance in 10 skill areas.

Each skill area describes a combination of knowledge, skills and understandings and their application to work.

These will continue to be developed across a span of an individual's working life.

The 10 skill areas are a combination of:

- **Knowledge** – What someone knows in a theoretical and abstract sense
- **Understanding** – How they link it to their personal experiences
- **Skills** – How they put their knowledge and understanding into practice in a work setting.

These 10 skill areas are grouped into 3 Clusters:

1. **Navigate World of Work.**
2. **Interact with Others.**
3. **Get the work done.**

Activity 5

Skill Clusters

THE FUTURE OF WORK

These are the 10 skill areas. Tick the cluster you think each skill belongs to:

Skill Areas		Skills Cluster		
		1	2	3
1.	**Work in a digital world** - use digital systems and technology to connect to other people, information and contexts for work related purposes.	○	○	○
2.	**Communicate for Work** – speak, listen; Understand, interpret and act; Get the message across.	○	○	○
3.	**Make decisions** – make a choice from a range of possibilities, apply and review impact.	○	○	○
4.	**Work with roles, rights and protocols** – understand and operate within work roles and responsibilities; Recognise and respond and accept work protocols.	○	○	○
5.	**Plan and Organise** – workload and commitments; Plan and implement tasks.	○	○	○
6.	**Recognise and utilise diverse perspectives** – acknowledge and respond to differing values, beliefs, behaviours and manage conflict when it arises.	○	○	○
7.	**Identify and Solve Problems** – identify and address routine and non- routine problems to achieve work objectives, apply and review outcomes.	○	○	○
8.	**Manage Career and Work Life** – manage decisions on how, when and where to work; Identify work and career options; Undertake learning appropriate to work needs and goals.	○	○	○
9.	**Connect with Others** – building work relationships, cooperate and collaborate with a team, understand self and own values and emotions taking in needs of others.	○	○	○
10.	**Create and Innovate** – creating, applying and recognising the value of new ideas and opportunities to deliver new benefits.	○	○	○

To explore the CSfW framework further, click on the following link:

Core Skills Framework

Activity 5

Skill Clusters

THE FUTURE OF WORK

The Foundation for Young Australians

The Foundation for Young Australians (FYA) is committed to young people, their futures, and contributions they can make to Australia. FYA is a national for purpose organisation backing the next generation of young people to rethink and create a better future.

In 2016 they released a report: *The New Work Mindset* and from analysing over 2.7 million job advertisements they identified 7 new job clusters by similar skills, day to day tasks and work environments mentioned in the advertisements.

For you as a young person, this means instead of focusing on a single career or job, look at a cluster of work that you would want to build a career in that matches your interests and strengths, as skills you acquire in one of these jobs are often portable across several jobs.

Below are the 7 clusters of work.

Guess what careers/occupations you think will fit into each cluster. Tick ☑ which cluster(s) you think match your skills and interests.

	Cluster Name	Predict careers/occupations in this cluster	✓
1	The Generators		◯
2	The Artisans		◯
3	The Carers		◯
4	The Informers		◯
5	The Coordinators		◯
6	The Designers		◯
7	The Technologists		◯

Now click on the green link to the full report.

Go to page 15. Read what the jobs comprise of and compare your answers to the list of occupations currently in the job clusters.

Activity 6

Going Deeper - Data, Tools and Dashboards

THE FUTURE OF WORK

Using Data to look at your future occupation/career

So how do I know whether the occupation/career I am interested in is going to be in demand in the next 5-10 years?

The Jobs and Skills website has a detailed analysis of occupations that are listed by the ANZSCO and current and future demand of these.

This is called the Skills Priority List, a data tool. The 2025 list shows that 29% or 293 out of 1022 occupations were currently in a national shortage..

Shortages exist when employers are unable to fill or have difficulty filling vacancies for an occupation or significant specialised skill needs within that occupation.

Future demand is available at the national level and is based on combining the projected future employment growth and replacement rate.

Click on the yellow icon and search the following occupations to see if there is a shortage or not.

Fill out the table below.

Occupation	Which states is Demand status ...			Future Demand		
	S (shortage)	R (regional shortage)	NS (no shortage)	low	med	high
Ambulance Officer				○	○	○
Medical Practitioner				○	○	○
Camera Operator (film/TV/Video)				○	○	○
Butcher				○	○	○
Carpenter Joiner				○	○	○
Childcare Worker				○	○	○
Dairy Cattle Farmer				○	○	○
Cyber Security Analyst				○	○	○
Youth Worker				○	○	○
Graphic Designer				○	○	○
Park Ranger				○	○	○

Activity 7

Data: Labour Market Insights

THE FUTURE OF WORK

Look further at an occupation your may be interested in

There are 1236 occupations listed which will give you a snapshot of numbers employed, Part time and female share, median weekly wage (if available), median age and annual employment growth (Change in employment growth over the past year).

There is also a summary of the occupation, daily tasks and other similar occupations.

Click on the link. (click the orange icon).

Choose an occupation you are interested in and answer the following questions.

1. Title & description of Occupation:

2. List tasks of this occupation.

3. Numbers currently employed in Australia.

4. Median weekly earnings.

5. Over the past year has there been employment growth? Yes ◯ No ◯

6. Do you think there will be a demand for this occupation in 5-10 years? Yes ◯ No ◯

7. Click on the details tab and scroll down to highest educational attainment needed for this job. What is it?

Activity 8

Labour Market Dashboards

THE FUTURE OF WORK

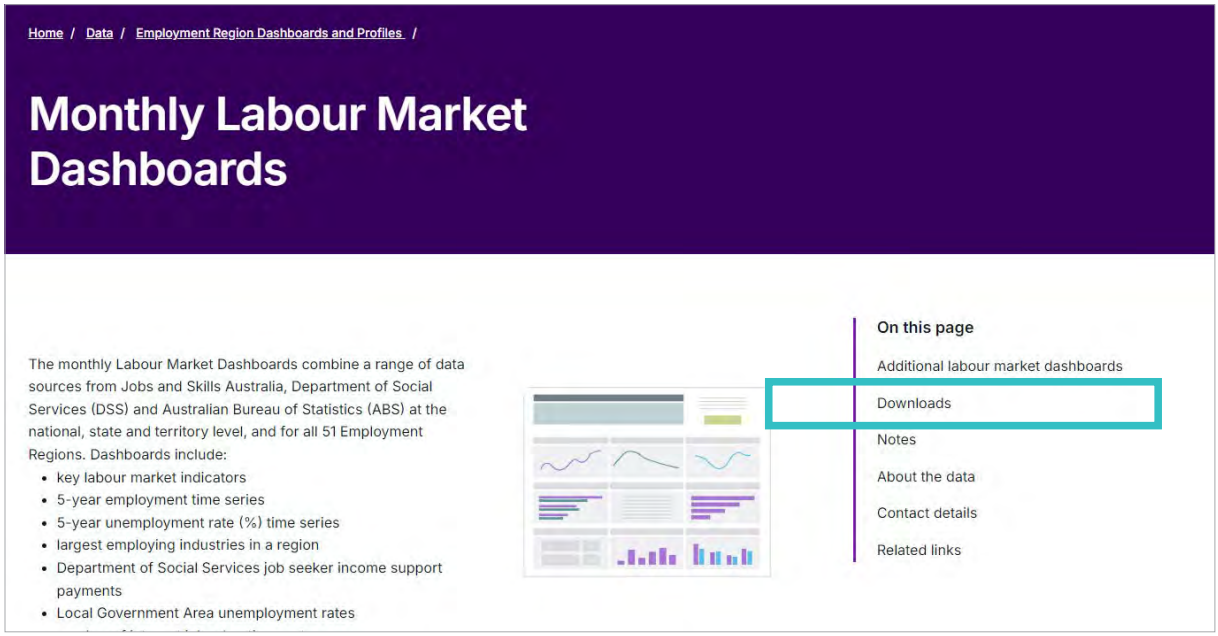
Monthly labour market dashboards combine a range of data sources from Jobs and Skills Australia JSA, Department of Social Services DSS, and Australian Bureau of Statistics ABS at a National, State, Territory level and for all 51 employment regions.

Source: www.jobsandksills.gov.au/data

Click on the link. (click the blue icon).

Labour Market Dashboards

Look at labour market dashboards downloads for Australia, Victoria and then Barwon to complete the following table.



Labour Market Dashboard	Largest employing industry	Most advertised occupation online	Highest skill level needed for jobs advertised online
Australia			
Victoria			
Barwon			

Activity 9

Other Dashboards

THE FUTURE OF WORK

Jobs and Skills Atlas

Jobs and skills atlas provides an overview of the labour market at national, state, and regional level by occupation, skills and industries. It is updated monthly. It is an easy-to-use tool to find out specific data that is trending and emerging and may help in your career planning for the future.

Explore this atlas on left hand side of map you will see the following tabs.

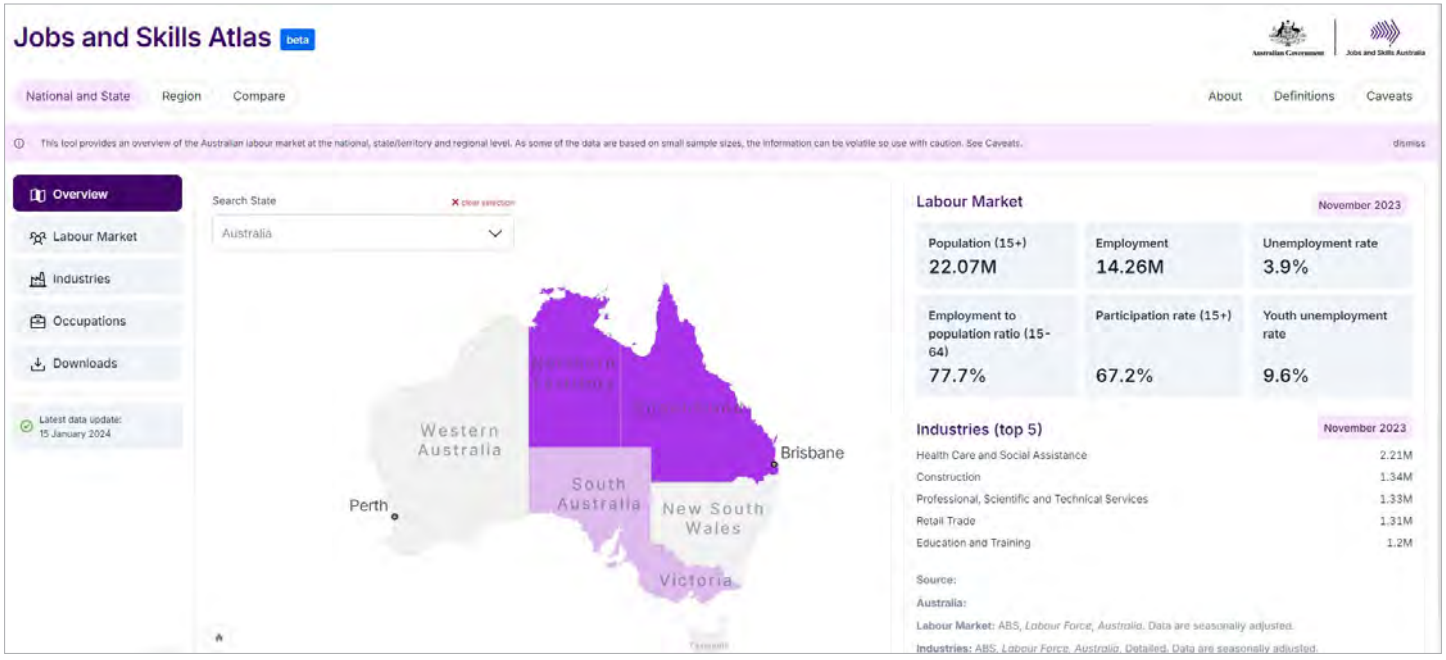
Overview which gives you a quick snapshot of employment data.

Labour market more detailed data on employment – unemployment – youth employment etc

Industries show how many employed in each of the industry sectors and the share % of the total employment of people. This gives you an indication whether the industry sector you are interested in will continue to grow or easy to get a job in.

Occupations shows the most common occupations in the region with estimated vacancies, shortage or not status and future demand for the occupation.

To explore the atlas, you can view Australia wide or statewide data from the first tab or if you want to drill down further click on the region tab and select Geelong.



Activity 9

Other Dashboards

THE FUTURE OF WORK

Jobs and Skills Atlas

Click on the pink link and do some exploring.

At the top of this dashboard click region and select Geelong Region to explore more local data.

List the top 5 industries	List top 5 occupations

Click **industries** tab on the left hand side.

When you select an industry from the list displayed for Geelong you will see a graph showing the employment status over the past 5 years. Below that is a breakdown % of Male and Female working in this industry.

Click on **Health and Social Services**.

1. Look at employment growth, is it still trending upwards or leveling out in Geelong?

2. What % of Males and Females work in this industry?

Activity 9

Other Dashboards

THE FUTURE OF WORK

Jobs and Skills Atlas

Click on **Construction**.

3. Has employment in this industry increased or decreased since Aug 2022?

4. Can you give a reason for this?

Click on **Education and Training.**

5. In Nov 2022 12,800 were employed in this industry how many are employed in August 2025?

Now click on **Occupations** tab on left hand side.

Search for **Registered Nurses**.

6. Look at the graphs on the right.

Employment in this occupation steadily rose up to Nov 2023 with _____ estimated vacancies.

7. What was the estimated vacancy rate as of Sept 2025?

Scroll down further and it shows if this occupation has a shortage status state and nationwide.
Search some other occupations that interest you.

Activity 9

Other Dashboards

THE FUTURE OF WORK

Employment Region Dashboard and Profiles

In the Employment Region Dashboard and Profiles you can select another dashboard – Recruitment trends and employer needs and profiles.

This dashboard gives you a snapshot about trends in employers' recruitment experiences and future staffing outlook sourced from online job advertisements measured by Internet Vacancy Index IVI.

You have National, State and Regional data collected here.

Click this link to view the dashboard and then select **Victoria** then **Barwon Region** and download the ***Barwon Region Snapshot*** to answer the following questions.

Recruitment Trends & Employer Needs

From a recruitment activity and experiences survey, data has been collected and it gathers insights on a range of topics including recruitment activity, recruitment difficulty and employers staffing expectations.

Go to page 2 of report.

1. In the 12 months to August 2025 _____ % businesses had difficulty recruiting.

2. List the reasons Barwon employers had for difficulty in recruiting.

Activity 9

Other Dashboards

THE FUTURE OF WORK

Employment Region Dashboard and Profiles

Look at recruitment methods.

The first step in getting a job is to know where to look for them, where they are listed and how employers look for new workers.

Refer back to the Barwon Region data you have just been looking at and answer the following questions.

3. How are most jobs advertised in Victoria and the Barwon region?

4. Can you name an online jobs board?

5. What is the least likely method of recruitment used in the Barwon region?

Many employers particularly in a regional area like to ask other workers, family, or friends if they know of anyone who might be interested in the job they are offering.

6. Why is word of mouth an important recruitment method for employers?

7. What does this mean for you? Where should you be looking for jobs?

HOT TIP

Meeting and talking to employers is a great way to make a good impression. Showing that you can communicate and have initiative gives you a better chance at a job as compared to someone who just drops off their resume.

Activity 9

Other Dashboards

THE FUTURE OF WORK

Nowcast of Employment by Region and Occupation Dashboard (NERO)

This dashboard is an experimental dataset providing information on employment in 355 occupations across 88 regions in Australia, Geelong being one of them.

This type of data was only available every 5 years as part of the Australian Bureau of Statistics (ABS) Census of Population and Housing.

NERO insights can now be produced on a monthly basis.

It uses traditional real-time and big data techniques – including machine learning – to estimate trends within a short time frame, more frequently and with increased detail.

Click onto to the link to explore the NERO dashboard. (click the yellow icon).

Choose an occupation like Child Carers or one you are interested in from the drop-down box.

This will bring up national data. On the left hand side click on Regional View - Victoria - Geelong and compare the data.

1. Has there been an increase or decrease in employment in this occupation over a 5 year period for both Australia and Geelong?

2. Has there been an increase or decrease in employment in this occupation over a 1 year period for both Australia and Geelong?

Go back to occupation view hover over the map and you will see all the employment trends for the 88 regions of Australia.

Activity 9

Other Dashboards

THE FUTURE OF WORK

VET Qualification Similarity Analysis Dashboard

More than 1300 VET training package qualifications have been analysed to identify similarities between them. This may help you to decide if a training package you start at school can be continued outside of school.

Similarities are ranked from very high to low. The dashboard also gives you information of core and elective units taught across the different qualifications.

Click on the link. (click the orange icon).

Qualification Similarity Dashboard

To use the dashboard click on a current qualification in the search bar. EG. Certificate II in Civil Construction.

A table will be populated showing the most similar qualifications.

Click onto the matches shown to the qualification you put in the search bar and a text box will bring up both qualifications and show you the core and elective units for each.

Search a qualification you may be interested in.

Activity 10

State Level Data (Victoria)

THE FUTURE OF WORK

The Victorian Skills Authority (VSA)

The Victorian Skills Authority (VSA) was established in 2021 and has the role of planning for skills for the future and success for Victorians and Victorian industry and communities.

To do this they analyse and advise on skills needed for Victoria and to connect these with education and training needs.

Victoria is Australia's second largest employing state (NSW first) with around 3.6 million people employed and ¾ of this employment is concentrated in the Melbourne Metropolitan area.

- **By 2026 more than 350,000 new workers are expected to enter the labour market. The breakup being 137,000 workers to fill new jobs and 215,000 to replace those retiring.**
- **Of these new workers 78.6% (277,000) are expected to be employed in Metropolitan Melbourne and 21.4% (75,000) in Regional Victoria.**

It is projected that over the next 3 years 64% of new workers will require higher order skills from Skill Level 1 – 3.

SKILL LEVEL	
1	• Occupations that have a level of skill commensurate with a **bachelor degree or higher** qualification. • At least five years of relevant experience may substitute for formal qualifications.
2	• Occupations that have a level of skill commensurate with an Australian Qualifications Framework **Associate degree, Advanced Diploma or Diploma**. • At least three years of relevant experience may substitute for formal qualifications
3	• Occupations that have a level of skill commensurate with an Australian Qualifications Framework **Certificate IV or Certificate III** including at least two years of on-the-job training. • At least three years of relevant experience may substitute for formal qualifications.
4	• Occupations that have a level of skill commensurate with an Australian Qualifications Framework **Certificate II or III**. • At least one year of relevant experience may substitute for formal qualifications.
5	• Occupations that have a level of skill commensurate with an Australian Qualifications Framework **Certificate I or compulsory secondary education.** • For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification.

*Source: https://skillsinsight.com.au/industries/anzsco/

Activity 10

State Level Data (Victoria)

THE FUTURE OF WORK

The Victorian Skills Authority (VSA)

The VSA delivers a range of services and products including the following:

- Annual Skills Plan – a road map that sets out training needs for the next 3 years.
- Annual Labour Market Report – report details labour market trends and challenges in Victoria over the past year and identifies areas requiring an education and training response.
- The Employment Forecast Dashboard – an interactive tool with up-to-date information on in demand and emerging jobs
- Victoria Skills Gateway – an online platform that helps current and prospective students to find information about VET opportunities.
- Skills and Jobs Centre – located at most TAFEs (the Gordon has one). They provide free in person advice on starting out in the workforce, training courses, career planning, apprenticeships and traineeships.
- TAFE and Training Line – free over the phone help and advice on TAFE and Training courses, qualifications and Training providers.

Victorian Skills Authority

The Employment Forecast Dashboard 2023-2026 is an interactive tool that provides up to date information about current and future jobs demand and workforce needs across all industries, occupations and regions, as well as information about occupations that use Government funded VET to skill their workers.

The Dashboard is used to provide career advice. It covers:

- 350+ Occupations
- 19 Industries
- 15 Regions across metropolitan Melbourne and regional Victoria

The Employment Forecast Dashboard gives users insights or employment forecasts, demographic information and VET course data across occupations, industries and regions.

Activity 10

State Level Data (Victoria)

THE FUTURE OF WORK

The Victorian Skills Authority (VSA)

Click on the following link to familiarise yourself with what the Victorian Skills Authority provides. (click the blue icon).

Victorian Skills Authority

Let's do a tour of the dashboard.

There are 6 topics to explore.

Employment Forecast Dashboard

TOPIC 1	**Workforce Summary** gives an overview of the total of new workers expected by 2026 considering new jobs created plus retirements. There are 3 ways to view this data – by occupation, industry, or region.

Click on **Region view** and select **Barwon**.

1. How many people are currently employed in the Barwon Region?	
2. How many new jobs are expected to be created by 2025?	
3. How many people will retire by 2025?	
4. What is the total number or new workers required by 2025?	

5. What two occupations will these new workers be mostly needed in?

Activity 10

State Level Data (Victoria)

THE FUTURE OF WORK

The Victorian Skills Authority (VSA)

TOPIC 2	**Occupation Summary** Access employment forecast data, top employing industries and VET courses that align to the selected occupation.

You can search a specific occupation in this view from the drop-down list top left hand. Select an occupation eg. Carpenter and Joiner.

If you click on the i tab above the occupation it will give you a brief description of the occupation. Across the top is the same data that you see in Topic 1. Current employment, Employment growth, retirements and total new workers needed by 2025.

The next data set is the demographics of this occupation- % of employees with Higher Education, VET, No post school qualifications, Female share and average age of persons working in this occupation.

Next to this is the Top 5 employing industries for this occupation.

Below demographics shows you regional data and beside that the key vocational and educational and training aligned with this occupation.

If you click on Barwon you will only be able to see data for the region.

Choose an occupation that you are interested in and fill out the table.

1. Name of Occupation

2. Brief Description of Occupation

3. Profile percentages of workers in this occupation.

Higher Education	VET	No Post School	Female share	Age 50+

Activity 10

State Level Data (Victoria)

THE FUTURE OF WORK

The Victorian Skills Authority (VSA)

4. What are the Top 5 employing industries for this occupation?	1	
	2	
	3	
	4	
	5	

Click on **Barwon**.

5. How many new workers are expected in this occupation by 2025?

6. What Course would you need to do to get into this occupation?

Activity 10

State Level Data (Victoria)

THE FUTURE OF WORK

The Victorian Skills Authority (VSA)

TOPIC 3	**Industry Summary** Access employment forecast, demographic information of workers and occupations in demand for the selected industry.

Click on the **Industry** Tab.

Demographic information as well as expected employment growth and top 5 occupations for each of the 19 industries is displayed under this Topic.

Choose an industry that you are interested. Eg Health Care and Community Services.

Across the top is the expected employment growth for this industry in Victoria.

1. Name of Industry

2. How many jobs are expected by 2026 in this industry?

3. Profile percentages of workers in this industry.

Higher Education	VET	No Post School	Female share	Age 50+

4. What are the Top 5 occupations in this industry?		
	1	
	2	
	3	
	4	
	5	

Activity 10

State Level Data (Victoria)

THE FUTURE OF WORK

The Victorian Skills Authority (VSA)

Click on **Barwon**.

5. How many new workers are expected in this region by 2025?

6. What are the top 5 occupations where workers will be needed in 2026?	1	
	2	
	3	
	4	
	5	

Activity 10

State Level Data (Victoria)

THE FUTURE OF WORK

The Victorian Skills Authority (VSA)

TOPIC 4	**Region Summary** Access employment forecasts, demographic information and top 10 occupations and industries in demand within the selected region.

Click on the **Region** Tab.

Data specific to the 15 regions in Victoria is displayed here with similar data sets used in the other tabs – employment forecasts, demographic information, and Top 5 occupations in each region.

From the drop-down box select **Barwon Region.**

1. How many new workers will be required in the Barwon Region by 2025?

2. List the Top 5 occupations these workers will be needed in.	1	
	2	
	3	
	4	
	5	

3. Profile percentages of people in Barwon.

Higher Education	VET	No Post School	Female share	Age 50+

If you hover over each of the industries employment growth numbers and annual employment growth % are shown.

Activity 10

State Level Data (Victoria)

THE FUTURE OF WORK

TOPIC 5	**Data explorer Summary** Access employment forecast data for any combination of industries, regions and occupations. The selected data can be exported to Excel.

You would use this tab if you were looking for specific forecast data for any combination of region, industry and occupation.

The default setting is **select all** so choose **unselect all** to start.

Click on the **Region** Tab and choose **Barwon Region**.

From **Industry** tab choose **Construction**.

From **Occupation** Tab choose the following and then answer the questions.

- Bricklayers and Stonemasons
- Cabinetmakers
- Carpenters and Joiners
- Electricians
- Floor Finishers
- Painting Trades Workers
- Plasterers
- Roof Tilers
- Wall and Floor Tilers

1. Over the past year (annual employment growth) which 3 occupations (trades) have had the higher % growth rate?

2. Which 2 trades have had a negative growth rate?

3. Which 3 trades will require the most new workers by 2025?

TOPIC 6	**Data notes Summary** Further information on sources, usage and limitations of the data.

This topic lists the terminology, assumptions and resources that sit behind all this data.

Click on this tab to familiarise yourself with the terminology and sources used for data sets.

Further resources

Victorian Skills Gateway is an online portal to help current and prospective students (year 11&12) to find information about VET opportunities.

Click on the link to find out about free TAFE courses. (click the green icon).

Activity 11

Local Data

THE FUTURE OF WORK

Geelong Careers

Geelong and the surrounding regions of (Queenscliffe, Golden Plains, Colac/Otway, and Surf Coast Local Government areas) offers great career opportunities in a surprising range of industries with clear local pathways into high performing careers, many of which do not involve University study. By navigating the Geelong Careers website you will gain a broader understanding of what jobs there are, what the employers are looking for and how to prepare well for making a good career choice.

Geelong Careers publishes job vacancies from over 350 member employers as well as those from various industry websites.

The Geelong Careers website was built by the Geelong Region Local Learning and Employment network GRLLEN, and is a comprehensive live job portal that provides up to date information on employment vacancies in Geelong and the surrounding regions. It is also a platform to connect local employers to job seekers in our region.

Geelong Careers offer job and career opportunities across multiple industries whether it be casual, part-time or full-time employment.

Employers and job seekers can register for free as well as create their own resume online.

Visit the Geelong Careers website by clicking on the Orange Icon.

1. How many jobs are advertised on the Geelong Careers site today? (click on See all jobs and scroll down to the bottom of listed jobs.)

Click on an industry and choose a job that interests you.

Who is the employer?	
What is the job role or description?	
What will be the key responsibilities or criteria for this job role?	
Is it a fulltime, part-time or casual position?	
What skills (core) or experience are they looking for?	

Activity 11

Local Data

THE FUTURE OF WORK

Monthly data reports on job vacancies and trends are collated from the Geelong Careers website and you can gain valuable insights into the ever-changing career landscape in our dynamic region.

These reports can be found on the GRLLEN website. Click on the blue icon and look at the lastest data.

Geelong Careers

1. How many job vacancies were recorded?

2. Compared to the previous month has there been an increase or decrease in job vacancies? What is the percentage change?

3. Which industries recorded slight increases?

4. What does this tell us about these industry needs?

5. Do you think choosing a pathway into these industries would lead you to secure work? Which industry are you interested in and what pathway could you take to get into it?

Activity 12

Youth Focused Websites

THE FUTURE OF WORK

Job Jumpstart

Job jumpstart has resources and activities that will help you to work out what jobs might suit you. It has information about applying for jobs, searching for jobs, knowing about jobs and employers, knowing what you want and can offer, networking and personal presentations and gaining work experience. www.jobjumpstart.gov.au

In the resources section are fact sheets, tip sheets and workbooks. The workbooks are online and can help you to identify your priorities, make informed decisions and to plan your next step.

To get a sense of yourself and what type of career or employment would suit you complete the following activities.

Interactions I like

CLICK HERE

Places I like to work

CLICK HERE

Work tasks I prefer

CLICK HERE

Click on this link to access the workbooks. (click the green icon).

Job Jumpstart Workbooks

JOB JUMPSTART

*Note: Job Jumpstart refers to joboutlook.gov.au website - this will be merged to the jobs and skills website.

Activity 12

Youth Focused Websites

THE FUTURE OF WORK

Youth Central

Youth Central is the Victorian Government website for young people aged 12-25. It has information about life from any angle including:

- How to find a job?
- Study and Training Options
- Moving out of home
- Getting your drivers licence
- Managing your money
- Your rights as a Young Victorian

Click on the link. (click the orange icon).

YOUTH CENTRAL

Youth Central

Navigate the tabs across the top and familiarise yourself with what the website has to offer.

Click on **Jobs and Careers Tab Jobs & Careers | Jobs Guide | Career Advice | Youth Central**

In this section you will find a whole range of related work topics from *Planning your career* to *Knowing your rights at Work*.

Start with the **Planning your Career** section and look at **How to create a career plan**?

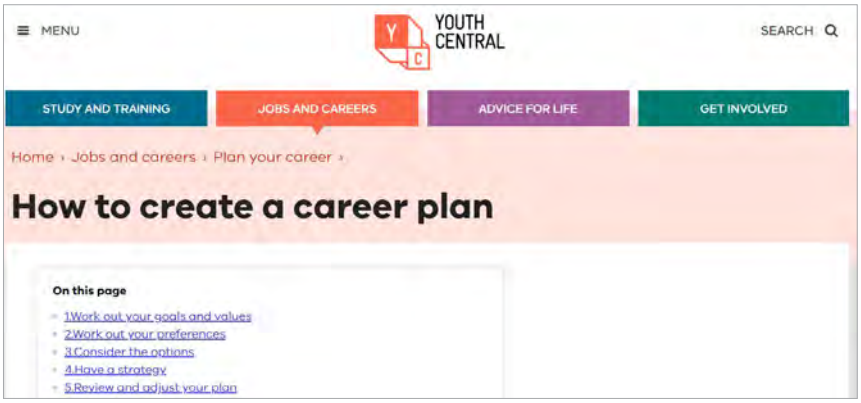
Having a career plan can help you work out what jobs/careers best suit your interests and abilities.

How to create a Career Plan

Follow the 5 steps to create your career plan and regularly review and update your plan.

If you are unsure what best suits you, look at the 20 Industry profiles covered in the *Plan your Career* section or go to a career profile to see what tasks, skills and qualifications are needed to get into that career.

***Note: Information on this website was last updated in 2018**



Activity 12

Youth Focused Websites

THE FUTURE OF WORK

Other useful websites

Your Career: www.yourcareer.gov.au

This is a platform of the National Careers Institute (NCI). It is designed to help people of all ages and circumstances better plan and manage their career. It receives overnight data updates.

The **What's New** tab lists top 3 trending industries and careers and what new industries like clean energy sector are emerging.

By clicking on the **Occupations** tab you will be able to find a detailed career description, future demand status, estimated weekly pay, current vacancies, If an apprenticeship or traineeship are available and courses relating to this occupation.

You can also access a **School Leavers Information Kit** SLIK to help you make your next move.

School Leavers Information Kit

Activity 13

Where to from here?

THE FUTURE OF WORK

Work Experience (WE)

If you are in Year 9 or 10 you could do a short-term placement with an employer (generally 1 week) which will give you the opportunity to:

- Develop employability skills.
- Explore possible career options.
- Understand employer expectations.
- Give you an insight into industry and the workplace.

In this placement you will primarily observe and participate in entry-level tasks that don't require specialist skills or training.

Before doing work experience you must complete Occupational Health and Safety training through https://www.vic.gov.au/safework and a **Work Experience Arrangement** form must be completed and signed by:

- Employer
- Student
- Parent/guardian
- Principal/Acting Principal

Talk to your careers teachers/advisors to find out what processes your school follows.

Where to Begin

Myfuture has developed a Toolkit to assist you to arrange your work experience. (click the blue icon).

Work Experience Toolkit

Activity 13

Where to from here?

THE FUTURE OF WORK

Structured Workplace Learning (SWL)

Structured Workplace Learning gives you the opportunity to integrate on-the-job experience and learning in workplaces with a Nationally recognised Vocational Education & Training (VET) as part of your Victorian Certificate of Education (VCE); Victorian Certificate of Education- Vocational Major (VCE VM) or Victorian Pathways Certificate (VPC).

Doing SWL means that you will secure a placement in a workplace to compliment your VET course, VCEVM and/or demonstrate practical applications of work-related skills as part of your VCE Industry and Enterprise subject.

SWL gives you the opportunity to:

- Develop employability and technical skills.
- Gain a practical application of industry knowledge.
- Complete units of competency and gain a VET qualification.
- Enhance employment opportunities.

Prior to placement you must also complete Occupational Health and Safety training through https://www.vic.gov.au/safework and fill out the necessary forms.

How to find a placement?

The Department of Education has a statewide School to Work Portal that will provide you with a place to explore work-based learning opportunities offered by a diverse range of employers. You can search opportunities by location, industry or VET certificate.

Click here to access the Portal https://workplacements.education.vic.gov.au/

The Geelong Region Local Learning and Employment Network (GRLLEN) is contracted by the Victorian Education Department to assist secondary students to find work placements.

GRLLEN has a School to Work team that can assist you to find an appropriate placement.

Process

- Fill out an Expression of Interest EOI form.
- Send EOI form and details to School to Work team.
- School to Work team will contact you to help organise and get your work placement approved.
- To access EOI form click on the following link. https://grllen.com.au/opportunities/school-to-work-placements/

Activity 13

Where to from here?

THE FUTURE OF WORK

Vocational Education Training VET Delivered to Secondary Students (VDSS)

Many schools in the Geelong Region are a Registered Training Organisation RTO, offering VET courses to secondary students. TAFE like the Gordon TAFE or private RTOs also offer VET courses for secondary school students.

By undertaking a VET while at school means you can make a start on training for a career before you leave school. It will allow you to work toward a qualification and gain sector specific skills as well as gaining credits toward your VCE and VCE VM.

Why chose VET?

Click on the link for further information on VET in schools. (click the green icon).

VET in Schools

View VET in Secondary School courses the Gordon (click the pink icon).

Note: VET courses offered will change each year.

The Gordon & VET

Activity 13

Where to from here?

THE FUTURE OF WORK

School Based Apprenticeship or Traineeship (SBAT)

SBATs are available to you if you are over the age of 15 and in Year 10,11 or 12.

A SBAT will offer you the option to combine part-time employment with school and training.

SBATs operate under a contract with an employer and has a training plan registered with Victorian Registration and Qualifications Authority (VRQA) and the training must lead to a nationally accredited qualification. Eg. Certificate III in Carpentry or Beauty Services.

How to find a SBAT

1. Find a career path or course you are interested in
2. Speak to your teacher, VET Coordinator or Careers Counsellor
3. Find an employer that will agree to take you on as a SBAT (for students in Government Schools Headstart has been established to help students find employers and support students throughout the apprenticeship or traineeship and engage regularly with employer, RTO, school and other stakeholders (head.start@education.vic.gov.au)
4. Employer will need to contact Australian Apprenticeship Support Network AASN who will arrange a training contract and your RTO.
5. Schools agree to the training contract and day(s) that you (student) will be released from school to employment or structured VET training.

*School attendance is still required to participate in a SBAT

Not only will you be paid while still at school, but you will develop skills, capabilities, and confidence that employers need in growth industries. Many SBATs when finished VCE move to a full-time position with the employer.

The Gordon TAFE offers 20 qualifications that you can combine VCE with part time employment and training.

To search for VET training Courses click this link:

https://www.yourcareer.gov.au/learn-and-train/courses

Activity 14

Curriculum Links for Teachers and Students

THE FUTURE OF WORK

The Education Department of Victoria has developed a Careers Curriculum Framework for Years 7-12.

Many of the activities in this resource relate to the learning outcomes of this framework.

See **Appendix 1** page 47.

This resource also supports unit outcomes in the VCAAs VCE VM Work Related Skills as outlined in the study design.

This resource uses credible and reliable sources that students are encouraged to use. Many of the resources are updated daily/monthly/annually to give real time data.

This resource supports VCE VM Work Related Skills in the following:

- Unit 1 - Careers and learning for the future — Outcome 1 & 2
- Unit 2 - Workplace skills and capabilities — Outcome 1 & 2
- Unit 4 - Portfolio preparation and presentation — Outcome 2

Work Related Skills Study Design. For more information click the link. (click the orange icon).

Appendix

One

THE FUTURE OF WORK

Victorian Careers Curriculum Framework

Framework Learning Outcomes

Years 7 - 10

Year	Self-Development			Career Exploration			Career Management		
7	1. Recognise the importance of how behaviour and attitude affect personal performance	2. Utilise effective social and interpersonal skills when interacting with others	3. Understand the concept of stereotypes, biases and discriminatory behaviour in relation to career and work options ✓	4. Discover how different kinds of work require different combinations of skills and knowledge ✓	5. Understand the contribution of work to family life and explore the effect of work on people's lifestyles ✓	6. Explore the different types of work opportunities, including paid and unpaid work, volunteer work, self-employment and periods of unemployment in people's career journey ✓	7. Recognise the underlying concepts of the career building process by developing a Career Action Plan that includes goal-setting ✓	8. Explore the education and training requirements of various work roles ✓	9. Understand the range of career information resources through networks , the Internet, television and newspapers that provide occupational and industry information ✓
8	1. Identify their beliefs and value systems and their influence on self-concept ✓	2. Use the results of self-assessment to identify areas for development, build aspirations, and a positive self-image ✓	3. Understand and analyse how personal characteristics (attitudes, interests, values, beliefs and behaviours) influence career decisions ✓	4. Discover the learning habits and study skills that help people achieve good education and training outcomes ✓	5. Explore the importance of a variety of skill types in the workplace ✓	6. Understand how different types of work (paid, unpaid, volunteer, self-employment and periods of unemployment) contribute to society ✓	7. Understand how choices are made and explore what can be learned from their decision-making experiences ✓	8. Understand problem-solving strategies and goal-setting in making career and life decisions ✓	9. N/A
9	1. Understand how individual characteristics such as interests, skills, values, beliefs and attributes contribute to achieving personal, social, educational and professional goals ✓	2. Explore methods to enhance interpersonal and group communication skills including skills for a successful work interview	3. Recognise stereotypes, biases and discriminatory behaviours that may limit opportunities for people in the workplace ✓	4. Understand how past, present and future academic performance may impact upon the selection of future programs and courses ✓	5. Explore and develop commonly used work search tools (e.g. job applications, forms, resumes and portfolios) to find and maintain work ✓	6. Explore the relationship between work and the community and how technological advances impact on work roles in the community ✓	7. Use career information resources to locate information on occupational and industry trends, education and training trends, social and economic trends ✓	8. Understand the importance of developing flexible and adaptable short-term Career Action Plans within the career building process ✓	9. Examine how personal goals can be satisfied through a combination of work, community, social and family roles ✓
10	1. Understand the importance of allies (i.e. friends, family and supporters) to maintaining a positive self-concept	2. Assess how personal characteristics and behaviours are reflected in your life, learning and work goals ✓	3. Discover personal and professional benefits of developing a positive self-concept and the consequences of developing a negative one	4. Demonstrate skills and attitudes towards learning that will help you to achieve your life and career goals ✓	5. Understand the relationship between work, community and the economy ✓	6. Explore the education and training requirements of various work roles in your preferred future occupation or work sectors ✓	7. Use career information effectively in the management of your Career Action Plan ✓	8. Understand the importance of developing a range of scenarios for future career choices ✓	9. Examine the concept that every decision is a career decision by creating and maintaining your career portfolio ✓

Appendix

One

THE FUTURE OF WORK

Years 11 - 12

Year	Self-Development			Career Exploration			Career Management		
11	1. Understand and analyse how personal characteristics, interests, attitudes, values, beliefs and behaviours influence career decisions ✓	2. Explore innovative interpersonal and group communication skills, including discovering the importance and benefits of being able to interact with diverse groups of people in all areas of life ✓	3. Identify attitudes, behaviours and skills that contribute to overcoming bias and stereotyping in the workplace ✓	4. Identify the transferable skills, knowledge and attitudes that can fulfil the requirements of a variety of work roles and work environments ✓	5. Explore the importance of revisiting and fine tuning your preferred study, training and work options within your Career Action Plan ✓	6. Engage in career planning and development that takes into account changing economic, social and employment trends ✓	7. Use career information resources to identify career opportunities that are available to someone with your skills, knowledge, aspirations and assess the reliability of the information ✓	8. Prepare for selection interviews and/or auditions and demonstrate enterprise, negotiation, networking and self-marketing skills to an appropriate level	9. N/A
12	1. Understand and analyse how achievements related to work, leisure, voluntary work and learning influence self-concept ✓	2. Re-examine your personal characteristics and determine those that contribute positively to the achievement of your life, learning and work goals ✓	N/A	3. Identify how your education and training achievements affect your available options, courses, programs, workplace training and/or entry into work ✓	4. Locate and use education and training information, occupational and industry information and labour market information in the career building process ✓	N/A	5. Consider the possible implications of changes in learning and work for your own career goals and plans including financial options ✓	6. Understand and apply problem-solving and goal-setting strategies in making career and life decisions ✓	N/A

VET and ACE Providers

Self-Development			Career Exploration				Career Management			
1. Use the results of a self-assessment to identify areas of development, build aspirations and provide positive self-image ✓	2. Explore methods to enhance interpersonal and group communication skills including for a successful work interview	3. Re-examine your personal characteristics and determine those that contribute positively to the achievement of your life, learning and work goals ✓	4. Demonstrate skills and attitudes towards learning that will help you to achieve your life and career goals ✓	5. Participate in continuous learning supportive of career goals ✓	6. Identify how your education and training achievements affect your available options for courses, programs, workplace training and entry to work ✓	7. Locate and use education and training information, occupational and industry information and labour market information in the career building process ✓	8. Develop abilities to seek, obtain, create and maintain work ✓	9. Consider the possible implications of changes in learning and work for your own career goals and plans including financial options ✓	10. Understand and apply problem-solving and goal-setting strategies in making career and life decisions ✓	11. Examine how personal goals can be satisfied through a combination of work, community, social and family roles ✓

Online Learning Student Resource

Future of Work

Researching Careers

GEELONG REGION LOCAL LEARNING AND EMPLOYMENT NETWORK INC.

The Role of the LLEN

There are 31 Local Learning Employment Network groups throughout Victoria.

They aim to help jobseekers of all ages achieve sustainable employment through partnerships with key regional organisations.

They also facilitate student access to structured workplace learning placements which are tailored to local priorities and employment opportunities.

How the GRLLEN can help you

Email the GRLLEN for more information

www.grllen.com.au

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