



PLANIT
TEACHERS

Career and Enterprise Foundation Course Homework Sheet

Student Name: _____

Class: _____

Due Date: _____

Introduction

Welcome to the Career and Enterprise Foundation Course homework sheet! This worksheet is designed to help you explore your career options, develop a personal brand, and create a tailored career portfolio. Over the next 10 pages, you will complete a series of activities and questions that will help you achieve these goals.

Career Exploration

What are your career aspirations? Write down three career options that interest you and explain why you are interested in each one.

- Career Option 1: _____
- Career Option 2: _____
- Career Option 3: _____

Work Settings

What type of work setting do you prefer? Choose one of the following options and explain why:

- Office environment
- Outdoor work environment
- Retail store
- Restaurant
- Other (please specify)

Workplace Communication

Effective communication is essential in any workplace. Write down three tips for communicating effectively in a workplace setting:

1. Tip 1: _____

2. Tip 2: _____

3. Tip 3: _____

Personal Organisation

Good personal organisation is critical for success in any career. Write down three strategies for managing your time and prioritising tasks:

1. Strategy 1: _____

2. Strategy 2: _____

3. Strategy 3: _____

Career Portfolio

A career portfolio is a collection of documents and artifacts that showcase your skills, attributes, and career goals. What should you include in your career portfolio? Check all that apply:

- Resume
- Cover letter
- References
- Examples of work
- Other (please specify)

Work Health and Safety

Work health and safety is an essential aspect of any workplace. What are some common hazards in the workplace? Write down three examples:

1. Hazard 1: _____

2. Hazard 2: _____

3. Hazard 3: _____

Diversity in the Workplace

Diversity in the workplace is important for creating a positive and inclusive work environment. What are some benefits of diversity in the workplace? Write down three examples:

1. Benefit 1: _____

2. Benefit 2: _____

3. Benefit 3: _____

Individual Pathway Plan

An individual pathway plan is a tailored plan that outlines your career goals, skills, and attributes. What should you include in your individual pathway plan? Check all that apply:

- Career goals
- Skills and attributes
- Education and training
- Work experience
- Other (please specify)

Conclusion

Congratulations on completing the Career and Enterprise Foundation Course homework sheet! Reflect on what you have learned and write down three key takeaways:

1. Key Takeaway 1: _____

2. Key Takeaway 2: _____

3. Key Takeaway 3: _____