

## Introduction to Career and Enterprise Foundation Course

Read the introduction to the Career and Enterprise Foundation Course and answer the following questions:

1. What is the purpose of the Career and Enterprise Foundation Course?

2. What are the key areas of focus in the course?

3. What skills and knowledge will students gain from completing the course?

## Course Overview

Read the course overview and complete the following tasks:

1. Match the key areas of focus with their corresponding descriptions:

Key Area	Description
Workplace Communication	
Career Development	
Entrepreneurship	
Workplace Safety and Wellbeing	

Page of 10

2. Write a short paragraph summarizing the course overview.



## Workplace Communication Module

---

*Read the workplace communication module and complete the following tasks:*

1. What are the topics covered in the workplace communication module?

2. How can effective communication skills be applied in the workplace?

3. Role-play a scenario where you have to use assertive communication in the workplace.

## Activity 1: Communication Styles

---

*Complete the following tasks:*

1. What are the different communication styles?

2. How can you use assertive communication in the workplace?

Page of 10

3. Role-play a scenario where you have to resolve a conflict using negotiation and mediation.

## Scaffolding and Support

*Read the scaffolding and support strategies and complete the following tasks:*

1. What are the scaffolding strategies used to support students with lower literacy and numeracy levels?

2. How can visual aids be used to support understanding of complex concepts?

3. Write a short paragraph explaining the importance of one-on-one support for students who require additional assistance.

## Activity 2: Workplace Safety and Wellbeing

*Complete the following tasks:*

1. What are the importance of workplace safety protocols?

2. How can you maintain a healthy work-life balance?

3. Create a poster or infographic about workplace safety and wellbeing.

[Space for creative work]

## Assessment and Evaluation

*Read the assessment and evaluation strategies and complete the following tasks:*

1. What are the formative and summative assessments used to evaluate student learning?

2. How can rubrics and marking criteria be used to ensure students understand the expectations and requirements of each assessment task?

3. Write a short paragraph explaining the importance of regular feedback in the assessment and evaluation process.

## Activity 3: Career Development

*Complete the following tasks:*

1. What are your career goals and aspirations?

2. How can you create a career plan?

3. Research and present on a career option that interests you.

[Space for creative work]

## Conclusion

*Read the conclusion and complete the following tasks:*

1. What are the key takeaways from the Career and Enterprise Foundation Course?

2. How can the skills and knowledge gained from the course be applied in the workplace?

3. Write a short paragraph reflecting on what you have learned from the course.

## Appendix

*Use the glossary of key terms and additional resources to complete the following tasks:*

1. Define the key terms related to the Career and Enterprise Foundation Course.

2. Research and present on a topic related to the course using the additional resources provided.

[Space for creative work]



