



Lesson Plan

Date:

Duration: 2 hours

No. of participants: Level: Beginner level Topic: Introducing employment pathways in Australia	
Lesson aims: By the end of the lesson participants should be aware of the pathway to employment and job application process in Australia	
Specific learning outcomes: By the end of the lesson, participants should be able to understand and say: <ul style="list-style-type: none">• Job capacity assessment• Jobactive• Employment service• Work training• Work experience• Referee• Cover letter• CV/Resume• Interview	Assessment methods: Facilitators to listen to participants' pronunciation and check understanding on key vocabularies related to pathway to employment and job application process
Previous knowledge assumed: low	
Materials and equipment required: Whiteboard, markers, "Employment Pathway in Australia" and "How to Apply for a Job" handouts	
Room layout: U and O shapes	
General notes on differentiation / learning styles: facilitating techniques involve auditory, visual and kinaesthetic methods.	
Anticipated problems and solutions: <ul style="list-style-type: none">• Some participants may have difficulty pronouncing "capacity", "referee", "enquire", "Curriculum Vitae"<ul style="list-style-type: none">○ Model and drill the pronunciation many times.• Some participants may have difficulty understanding "job capacity assessment" and "referee" concepts<ul style="list-style-type: none">○ Facilitators to spend a bit more time explaining these two concepts.	



Time	Facilitator activity	Participant Activity	Resources/Reference/ Materials/Equipment
(10-15 min)	<p>Introduction and ice breaker</p> <ul style="list-style-type: none">• Meet and greet - Introduction of any new participants (if relevant)• Ice breaker game or activity	<p>Introduce themselves to each other</p> <p>Engage in ice breaker game/activity</p>	<p>Name tags/stickers</p> <p>Ice breaker handouts (if relevant)</p> <p>Pen and paper (if relevant)</p>
(15 min)	<p>Introduce key vocabularies</p> <ul style="list-style-type: none">• Establish meaning through images and context<ul style="list-style-type: none">○ Distribute “Employment pathway in Australia” handout○ Go through each picture in the handout with its explanations – ask participants to read the explanations○ Discuss any words participants find difficult• Pronunciation<ul style="list-style-type: none">○ Ask participants to read the handout and repeat certain words they find difficult	<p>Look at images</p> <p>Listen</p> <p>Read texts</p> <p>Repeat the words</p>	<p>“Employment pathway in Australia” handouts</p>
(15 min)	<p>Introduce key vocabularies</p> <ul style="list-style-type: none">• Establish meaning through images and context<ul style="list-style-type: none">○ Distribute “How to apply for a job” handout○ Go through each picture in the handout with its explanations – ask participants to read the explanations○ Discuss any words participants find difficult• Pronunciation<ul style="list-style-type: none">○ Ask participants to read the handout and repeat certain words they find difficult	<p>Look at images</p> <p>Listen</p> <p>Read texts</p> <p>Repeat the words</p>	<p>“How to apply for a job” handouts</p>



(15 min)	<p>Checking understanding of new vocabularies</p> <ul style="list-style-type: none">• Ask participants to explain in their own words these following terms:<ul style="list-style-type: none">- Job capacity assessment- Jobactive- Work training- Work experience- Referee- Cover letter- CV/Resume- Interview	Explain in their own words the new vocabularies they just learned	N/A
(5-10 min)	Break – Morning tea		
(40 min)	<p>Conversation - Break into small groups</p> <p>Questions:</p> <ol style="list-style-type: none">1. Are you working at the moment? Tell us about your work. If you are not working at the moment, tell us about the job you did in the past.2. What job skills do you have?3. Have you ever attended a job capacity assessment at Centrelink? Tell us about your experience.4. Have you ever attended a jobactive appointment? Tell us about your experience.5. Have you done a work training or work experience in Australia? Tell us about your experience.6. How do you think you can get a work training or work experience in Australia? Have you ever considered volunteering?7. How do you think you can get Australian referees? Who do you think can be your referees?8. Have you ever used the internet or newspapers to search for jobs? Tell us about your experience	Discuss and answers questions in their small group	N/A



	<p>9. Have you ever applied for a job in Australia? How did you apply? Tell us about your experience.</p> <p>10. Have you ever written a Cover Letter or a CV in Australia? Tell us about it. If you need help to write one, who do you think can help you?</p> <p>11. Have you ever attend a job interview in Australia or in your home country? Tell us about your experience.</p>		
5-10 min	<p>Conclusion and wrap up</p> <ul style="list-style-type: none">• What have you learn today?• Information about next class etc		