



## 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:

- 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:**

- **Some participants may have difficulty pronouncing "capacity", "referee", "enquire", "Curriculum Vitae"**
  - Model and drill the pronunciation many times.
- **Some participants may have difficulty understanding "job capacity assessment" and "referee" concepts**
  - Facilitators to spend a bit more time explaining these two concepts.



Time	Facilitator activity	Participant Activity	Resources/Reference/ Materials/Equipment
(10-15 min)	Introduction and ice breaker <ul style="list-style-type: none"><li>Meet and greet - Introduction of any new participants (if relevant)</li><li>Ice breaker game or activity</li></ul>	Introduce themselves to each other Engage in ice breaker game/activity	Name tags/stickers Ice breaker handouts (if relevant) Pen and paper (if relevant)
(15 min)	Introduce key vocabularies <ul style="list-style-type: none"><li>Establish meaning through images and context<ul style="list-style-type: none"><li>Distribute <b>“Employment pathway in Australia”</b> handout</li><li>Go through each picture in the handout with its explanations – ask participants to read the explanations</li><li>Discuss any words participants find difficult</li></ul></li><li>Pronunciation<ul style="list-style-type: none"><li>Ask participants to read the handout and repeat certain words they find difficult</li></ul></li></ul>	Look at images Listen Read texts Repeat the words	<b>“Employment pathway in Australia”</b> handouts
(15 min)	Introduce key vocabularies <ul style="list-style-type: none"><li>Establish meaning through images and context<ul style="list-style-type: none"><li>Distribute <b>“How to apply for a job”</b> handout</li><li>Go through each picture in the handout with its explanations – ask participants to read the explanations</li><li>Discuss any words participants find difficult</li></ul></li><li>Pronunciation<ul style="list-style-type: none"><li>Ask participants to read the handout and repeat certain words they find difficult</li></ul></li></ul>	Look at images Listen Read texts Repeat the words	<b>“How to apply for a job”</b> handouts
(15 min)	Checking understanding of new vocabularies <ul style="list-style-type: none"><li>Ask participants to explain in their own words these following terms:<ul style="list-style-type: none"><li>Job capacity assessment</li><li>Jobactive</li><li>Work training</li><li>Work experience</li><li>Referee</li></ul></li></ul>	Explain in their own words the new vocabularies they just learned	N/A



	<ul style="list-style-type: none"><li>- Cover letter</li><li>- CV/Resume</li><li>- Interview</li></ul>		
(5-10 min)	Break – Morning tea		
(40 min)	<p><b>Conversation</b> - Break into small groups</p> <p><b>Questions:</b></p> <ol style="list-style-type: none"><li>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.</li><li>2. What job skills do you have?</li><li>3. Have you ever attended a job capacity assessment at Centrelink? Tell us about your experience.</li><li>4. Have you ever attended a jobactive appointment? Tell us about your experience.</li><li>5. Have you done a work training or work experience in Australia? Tell us about your experience.</li><li>6. How do you think you can get a work training or work experience in Australia? Have you ever considered volunteering?</li><li>7. How do you think you can get Australian referees? Who do you think can be your referees?</li><li>8. Have you ever used the internet or newspapers to search for jobs? Tell us about your experience</li><li>9. Have you ever applied for a job in Australia? How did you apply? Tell us about your experience.</li><li>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?</li><li>11. Have you ever attend a job interview in Australia or in your home country? Tell us about your experience.</li></ol>	Discuss and answers questions in their small group	N/A
5-10 min	<p>Conclusion and wrap up</p> <ul style="list-style-type: none"><li>• What have you learn today?</li><li>• Information about next class etc</li></ul>		