



## Lesson Plan

Date:

Duration: 2 hours

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



Time	Facilitator activity	Participant Activity	Resources/Reference/ Materials/Equipment
(10-15 min)	<p>Introduction and ice breaker</p> <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>	<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"><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>	<p>Look at images</p> <p>Listen</p> <p>Read texts</p> <p>Repeat the words</p>	<p><b>“Employment pathway in Australia”</b> handouts</p>
(15 min)	<p>Introduce key vocabularies</p> <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>	<p>Look at images</p> <p>Listen</p> <p>Read texts</p> <p>Repeat the words</p>	<p><b>“How to apply for a job”</b> handouts</p>



(15 min)	<p>Checking understanding of new vocabularies</p> <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><li>- Cover letter</li><li>- CV/Resume</li><li>- Interview</li></ul></li></ul>	Explain in their own words the new vocabularies they just learned	N/A
(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></ol>	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"><li>• What have you learn today?</li><li>• Information about next class etc</li></ul>		