

RIJI Lesson Resources



Lesson 1: Self-assessment

In this introductory session students explore career aspirations, and identify skills that they can bring to a job.

Identifying Skills – RIJI Resource Activities

My Career Profile

<https://myfuture.edu.au/my-career-profile/activities>

My Career Bullseyes

- <https://myfuture.edu.au/bullseyes>

Identifying Skills – Other Resource

Career Quiz

The Job Outlook Career Quiz will help you to understand your work style and to explore careers you might enjoy.

- <https://joboutlook.gov.au/career-tools/career-quiz/#/>

What Job skills are in demand

- <https://www.youthcentral.vic.gov.au/jobs-and-careers/how-to-find-a-job/ways-to-find-a-job/what-job-skills-are-in-demand>

Exploring Careers - Videos

Explore over 350 occupations describing tasks, skill levels and current labour market information.

- <https://myfuture.edu.au/occupations>

Identify your goals

- <https://www.jobjumpstart.gov.au/article/identify-your-goals>

Identify the skills you need for the job you want - *Activity*

- https://www.jobjumpstart.gov.au/sites/default/files/tools/2019/08/identifying_the_skills_that_are_required_for_job_you_want_aug_19.pdf

What are employability skills?

- <https://www.jobjumpstart.gov.au/article/what-are-employability-skills>

8 job skills you should have

- <https://www.youthcentral.vic.gov.au/jobs-and-careers/plan-your-career/8-job-skills-you-should-have>

Exploring Careers

The Careers Party Game

- See handout

How to create a career plan

- <https://www.youthcentral.vic.gov.au/jobs-and-careers/plan-your-career/how-to-create-a-career-plan>

SMART Goal

- <https://content.mycareersfuture.gov.sg/set-smart-goals-achieve-career-success/>
- <https://au.indeed.com/career-advice/career-development/smart-goals>

'How I got the job' series - Foundation for Young Australians (Video)

- [youtube.com/user/FYAvideos/videos](https://www.youtube.com/user/FYAvideos/videos)

My First Job Series (Video)

- <https://www.youtube.com/playlist?list=PLy2WdTkNLmS4y7xeofCrvdAkbKsmN1qYv>



Lesson 2: Job Search

How to navigate the job market, choosing a job of interest to base a RIJI application on, and how to analyse a job advertisement.

Job Searching Techniques

11 places to search for jobs

- <https://myfuture.edu.au/career-articles/details/11-places-to-search-for-jobs>

Ways to find a job

- <https://www.youthcentral.vic.gov.au/jobs-and-careers/how-to-find-a-job/ways-to-find-a-job>

Analysing a Job advertisement

How to read an online job advertisement

- <https://myfuture.edu.au/career-articles/details/how-to-read-an-online-job-advertisement>

What are Hard and Soft Skills?

- <https://credentials.deakin.edu.au/soft-skills-and-hard-skills-whats-the-difference/>
- <https://au.indeed.com/career-advice/resumes-cover-letters/hard-skills-vs-soft-skills>

Researching a company/business

- <https://au.indeed.com/career-advice/finding-a-job/the-complete-guide-to-researching-a-company>

Responding to job advertisements

- <https://myfuture.edu.au/career-articles/details/responding-to-job-advertisements>

Keywords – Words to include on a resume

- <https://www.indeed.com/career-advice/resumes-cover-letters/words-to-avoid-and-include-on-a-resume>
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Lesson 3: Applying for a Job (session 1)

The learner has an understanding of how to write an accurately formatted and comprehensive resume, communicating best aspects of themselves to the employer.

Power words to include on a resume

- <https://www.grammarly.com/blog/powerful-resume-words/>
- <https://www.indeed.com/career-advice/resumes-cover-letters/resume-power-words>

Why is a resume important?

- <https://www.indeed.com/career-advice/resumes-cover-letters/why-is-a-resume-important>

How to write a resume

- <https://myfuture.edu.au/career-articles/details/how-to-write-an-effective-entry-level-resume>
- <https://www.youthcentral.vic.gov.au/jobs-and-careers/applying-for-a-job/what-is-a-resume/how-to-write-a-resume>
- <https://www.jobjumpstart.gov.au/article/why-quality-job-application-so-important>
- <https://au.indeed.com/career-advice/resumes-cover-letters/how-to-write-resume-for-teenager>

How to Stand out Without Work experience

- <https://www.youthcentral.vic.gov.au/jobs-and-careers/applying-for-a-job/how-to-stand-out-without-work-experience>

Resumes - What not to do

- <https://www.indeed.com/career-advice/resumes-cover-letters/what-not-to-put-on-a-resume>

Sample Resumes – Youth Focussed

- <https://www.youthcentral.vic.gov.au/jobs-and-careers/applying-for-a-job/sample-resumes-and-cover-letters>
- <https://myfuture.edu.au/job-seeker-resources>



Lesson 4: Applying for a Job (session 2)

The learner has finalised their cover letter and resume, using correct spelling, grammar and format, and profiling their skills and commitment to their targeted job.

Sample Cover Letter – Youth Focussed

- <https://www.youthcentral.vic.gov.au/jobs-and-careers/applying-for-a-job/sample-resumes-and-cover-letters>
- <https://myfuture.edu.au/job-seeker-resources>

How to write a cover letter

- <https://www.maxsolutions.com.au/how-write-cover-letter-wow-factor>

How to respond to key Selection Criteria

- <https://myfuture.edu.au/career-articles/details/how-to-respond-to-key-selection-criteria>
 - <https://careers.vic.gov.au/how-to-reply-to-selection-criteria>
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Lesson 5: Preparing for a Job Interview (session 1)

The learner has an understanding of how to prepare for an interview, and recognise important factors that will help them to have a successful interview

What to research before a job interview

- <https://www.youthcentral.vic.gov.au/jobs-and-careers/job-interviews/preparing-for-a-job-interview/what-to-research-before-a-job-interview>

Here's What To Expect In A Job Interview

- <https://year13.com.au/articles/what-expect-job-interview?next=what-expect-job-interview>

Amy Cuddy – Your body language shapes who you are (Video)

- <https://www.youtube.com/watch?v=Ks-Mh1QhMc>

How to dress for a job interview

- <https://www.youthcentral.vic.gov.au/jobs-and-careers/job-interviews/attending-interviews/how-to-dress-for-a-job-interview>

Tackling Interviews – Seek (Video)

- https://www.youtube.com/watch?v=2C5Sr_5cHLM&t=3s

Demonstrate an Interview

- https://www.youtube.com/watch?v=ytckc4Gljlo&ab_channel=NavigatingTeenLife

Youth Central: Interview tips page – a great site with tips and guidance for people preparing for job interviews

- <https://www.youthcentral.vic.gov.au/jobs-and-careers/job-interviews>
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Lesson 6: Preparing for a Job Interview (session 2)

The learner understands the questions and employer expectations, and is able to practise their interview skills

10 job interview tips

- <https://www.youthcentral.vic.gov.au/jobs-and-careers/job-interviews/preparing-for-a-job-interview/10-job-interview-tips>

How to answer interview questions well

- <https://www.youthcentral.vic.gov.au/jobs-and-careers/job-interviews/how-to-answer-interview-questions-well>

What are some common interview questions?

- <https://www.youthcentral.vic.gov.au/jobs-and-careers/job-interviews/what-are-some-common-interview-questions>

STAR Technique

- <https://skills-jobs-centres.com.au/wp-content/uploads/2021/11/STAR-Technique.pdf>

Answering tricky interview questions

- <https://www.youthcentral.vic.gov.au/jobs-and-careers/job-interviews/answering-tricky-interview-questions>

Personal Branding - How to manage your online reputation

- <https://www.youthcentral.vic.gov.au/jobs-and-careers/how-to-find-a-job/ways-to-find-a-job/how-to-manage-your-online-reputation>

Hot tips - to stand out from the crowd

- <https://www.jobjumpstart.gov.au/video/hot-tips-stand-out-crowd> (Video)

Job Interview Confidence

- <https://www.youtube.com/watch?v=MQRV1eOMBRY> (Video)

Managing Interview Stress

- <https://www.jobsforyouth.com.au/news/3453/managing-interview-stress>
- <https://www.indeed.com/career-advice/interviewing/conquer-your-interview-nerve>
- <https://www.youtube.com/watch?v=hnpQrMqDoqE> (Video)

Interview Practice – Job Active

These practise interview videos cover a range of industries and roles. Find the one most suitable to your job applications and practise your responses!

- <https://jobsearch.gov.au/interview-practice>
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Lesson 7: After the Interview

The learner reflects on their mock interview performance, and has an understanding of workplace expectations.

What happens after the job interview?

- <https://www.youthcentral.vic.gov.au/jobs-and-careers/job-interviews/what-happens-after-the-job-interview>

Following up a job application

- <https://www.maxsolutions.com.au/following-job-application>

Landed your First Job? Here's What You Need To Know

- <https://year13.com.au/articles/got-ya-first-job-heres-need-know?next=got-ya-first-job-heres-need-know>

Your Rights at work

- <https://www.youthcentral.vic.gov.au/jobs-and-careers/your-rights-at-work>