

# Finding a job



## Learner guide

Ready for work

**Pre-employment skills**

# **Finding a job**

Version 1.2



# Copyright Warning

This product is copyrighted to Aspire Training & Consulting  
(ABN 51 054 306 428).

Aspire Training & Consulting owns all copyright to its products. Except as permitted by the *Copyright Act 1968* (Cth) or unless you have obtained the specific written permission of Aspire Training & Consulting, you must not:

- reproduce or photocopy this product in whole or in part
- publish this product in whole or in part
- cause this product in whole or in part to be transmitted
- store this product in whole or in part in a retrieval system including a computer
- record this product in whole or in part either electronically or mechanically
- resell this product in whole or in part.

Aspire Training & Consulting:

- invests significant time and resources in creating its original products
- protects its copyright material
- will enforce its rights in copyright material
- reserves its legal rights to claim its loss and damage or an account of profits made resulting from infringements of its copyright.

## Version control and modification history

Version	Release date	Modification
Version 1.1	May 2016	First release
Version 1.2	November 2017	Minor corrections as part of our continuous improvement program

Aspire is committed to developing quality resources that meet the needs of our customers. However, occasionally Aspire finds, or is notified of, errors. Please refer to our website at [www.aspirelr.com.au](http://www.aspirelr.com.au) to see if there are any updates that may be relevant to you.

Every effort has been made to ensure the information in this book is accurate; however, the author and publisher accept no responsibility for any loss, damage or injury arising from such information.

Except where an information source is acknowledged, the names and details of individuals and organisations used in examples are fictitious and have been devised for learning purposes only. Any similarity to actual people or organisations is unintentional.

All websites referred to in this unit were accessed and deemed appropriate at time of publication.

Aspire Training & Consulting apologises unreservedly for any copyright infringement that may have occurred and invites copyright owners to contact Aspire so any violation may be rectified.

### Finding a job

© 2016 Aspire Training & Consulting  
Level 1, 464 St Kilda Road  
MELBOURNE VIC 3004 AUSTRALIA  
Phone: (03) 9820 1300

First published May 2016  
Reprinted (with amendments) November 2017

Cover design: Aspire Training & Consulting

e-ISBN 978 1 76031 846 8 (PDF version)  
ISBN 978 1 76031 845 1

# Contents

<b>Finding a job .....</b>	<b>1</b>
<b>Work days .....</b>	<b>2</b>
<b>Work hours .....</b>	<b>2</b>
<b>Activity 1 .....</b>	<b>3</b>
<b>Workplaces .....</b>	<b>5</b>
<b>Skills.....</b>	<b>6</b>
<b>Activity 2 .....</b>	<b>7</b>
<b>Experience .....</b>	<b>8</b>
<b>Activity 3 .....</b>	<b>10</b>
<b>Looking for jobs.....</b>	<b>11</b>
<b>Deciding if the job is right for you .....</b>	<b>12</b>
<b>What to do next .....</b>	<b>13</b>
<b>What you have learnt .....</b>	<b>14</b>
<b>Check your learning.....</b>	<b>15</b>
<b>Answers .....</b>	<b>17</b>
<b>Answers to activities.....</b>	<b>17</b>
<b>Answers to check your learning.....</b>	<b>19</b>



# Finding a job

A job is something you do to earn money. You might also learn new skills, meet people or gain personal fulfilment from a job. There are lots of different jobs to do. Before you can find a job, you need to decide what type of job you want.

You need to think about:

- when you want to work
- how many days or hours you want to work
- where you want to work
- what you are good at doing
- what you have experience in.



## Work days

Some jobs only need you to work on weekdays (Monday to Friday). Some jobs need you to work on the weekend or at night. You need to decide which days you want to work.

You also need to decide if you want to work during the day or if you want to work in the evening. You may have other things you need to do during either of these times.

## Work hours

How many days a week do you want to work? Some jobs are full-time, some jobs are part-time and some jobs are casual.

Type of job	What it means
Full-time job	Full-time means five days a week; for example, Monday to Friday.
Part-time job	Part-time means only some days each week; for example, two days each week.
Casual job	Casual means the days you work and the number of hours will change each week; for example, you might work two days one week and then one day the next week. Your work times may be called 'shifts'.

How many hours do you want to work? Many jobs are from 9.00 in the morning until 5.00 in the afternoon. These times may be written like this:

- 9.00 am–5.00 pm
  - 'am' means before 12.00 midday.
  - 'pm' means after 12.00 midday.

## Activity 1

Sarah wants to get a job, but she doesn't know how many days she can work.

Look at Sarah's diary. This shows all the different things that Sarah does during the week.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Class - all day				9.00-11.00 am Volunteering		
	6.30 pm Tennis	7.00 pm Babysitting			7.00 pm Babysitting	

1. What days does Sarah have time to work?

---

---

---

---

---

---

---

2. A job that Sarah looks at needs someone to work between 9.00 am and 5.00 pm on Saturday. Could Sarah do this job?

---

3. Another job that Sarah looks at needs someone to work from 5.00 pm until 9.00 pm Monday to Friday. Could Sarah do this job?

---

**Click to complete Activity 1**

# Workplaces

Deciding where you would like to work may help you decide what type of job you would like. The place where you work is called the workplace.

Let's look at some different workplaces.

Type of workplace	What it looks like
<p>This workplace is inside. This person works in an office with a computer.</p>	
<p>This workplace is outside. This person is showing people how to do exercises.</p>	
<p>This workplace is inside and outside. This person drives a van. He uses the truck to deliver parcels to people.</p>	
<p>This workplace is inside and outside. This job is looking after children.</p>	

### Type of workplace

This workplace is inside. This person is checking products in a warehouse.

This workplace is inside and outside. This person takes orders and delivers food to customers at a café.

### What it looks like



## Skills

Think about the things you like to do. For example, you may enjoy talking to lots of different people, solving problems, sewing or playing sport.

Think about what you are good at doing. For example, you may be good at building things, cooking, planning activities or parties or fixing computer problems.

Thinking about what you are good at can help you decide what type of job you would like to do. The things you know how to do well are called your skills.



## Activity 2

Make a list of the things you like to do and are good at. Here are some ideas to get you started.

Put a ✓ next to any of the things in this list that you are good at. Add some more things that you are good at. Think about things that might relate to a job.

- |  |   |
|--|---|
| <input type="checkbox"/> Gardening                             | <input type="checkbox"/> Maths                  |
| <input type="checkbox"/> Taking care of animals                | <input type="checkbox"/> Planning holidays      |
| <input type="checkbox"/> Playing sport                         | <input type="checkbox"/> Measuring and counting |
| <input type="checkbox"/> Coaching or refereeing                | <input type="checkbox"/> Drawing                |
| <input type="checkbox"/> Camping and hiking                    | <input type="checkbox"/> Writing letters        |
| <input type="checkbox"/> Painting the house                    | <input type="checkbox"/> Reading                |
| <input type="checkbox"/> Meeting new people                    | <input type="checkbox"/> Doing the banking      |
| <input type="checkbox"/> Exploring nature – animals and plants | <input type="checkbox"/> Working on old cars    |
| <input type="checkbox"/> Fixing things                         | <input type="checkbox"/> Sewing                 |
| <input type="checkbox"/> Coding (writing) apps or programs     | <input type="checkbox"/> Cooking                |
| <input type="checkbox"/> Doing puzzles                         | <input type="checkbox"/> Making jewellery       |
| <input type="checkbox"/> .....                                 | <input type="checkbox"/> .....                  |
| <input type="checkbox"/> .....                                 | <input type="checkbox"/> .....                  |
| <input type="checkbox"/>                                       | <input type="checkbox"/>                        |
| <input type="checkbox"/>                                       | <input type="checkbox"/>                        |
| <input type="checkbox"/>                                       | <input type="checkbox"/>                        |

[Click to complete Activity 2](#)

# Experience

Experience means the things you have done and the things you have learnt. There are jobs where you need lots of experience. In other jobs people will teach you all that you need to know once you start working.

Think about what experience you have. This may be jobs you have had or things you have studied. The jobs could be part-time or full-time jobs. They could be paid jobs or voluntary work that you did for no pay. Did you do work experience while you were at school? Have you done any odd jobs around your neighbourhood?

Perhaps you have never had a job. That doesn't mean you have no experience. You may have experience from what you do at home. You might look after children or care for someone who is sick. You may have painted the house or planted a garden. You might be good at teaching people how to do things, or leading a sports team.



## Story

Theo left school after year 10. He is 17 years old. He wants a job. Theo makes these notes about himself.



### I like:

- being with other people
- fixing and making things
- being outside
- keeping fit.

### I am good at:

- finishing jobs
- making things out of wood
- planning the garden.

### Work experience:

- I did two work placements at school. One was at a shop. One was with furniture movers.

### Other experience:

- I built a fence and ordered wood and tools.
- I fixed tiles on the roof with my uncle.
- I planned the vegetable garden.

Theo decides he would like to work in a nursery helping people buy plants.

### Activity 3

Think about Theo's story. Fill in this table about Theo.

<b>Likes</b>	
<b>Skills</b>	
<b>Work experience</b>	
<b>Other experience</b>	

[Click to complete Activity 3](#)

## Looking for jobs

Once you know what type of job you would like, you can start looking for one. You will need to look at job advertisements (also known as ads). Ads tell you about a job that is available at a company or business.

You can find out about jobs in many ways. Some of these are detailed in the following table.

<b>Centrelink</b>
Go to a Centrelink office near where you live. Centrelink is a government office that has lots of job information. People at Centrelink can refer you to an organisation in your area that will help you.
<b>Internet</b>
Look on the internet. Here are some internet sites where jobs are advertised: <ul style="list-style-type: none"> <li>• <a href="http://aspirelr.link/job-search">http://aspirelr.link/job-search</a></li> <li>• <a href="http://aspirelr.link/seek">http://aspirelr.link/seek</a></li> <li>• <a href="http://aspirelr.link/adzuna">http://aspirelr.link/adzuna</a></li> </ul>
<b>Shop windows</b>
Small businesses sometimes put job notices in the window.
<b>Community organisation</b>
Go to a community organisation such as a neighbourhood house. They will help you look for a job. They may also give training.

## Deciding if the job is right for you

When you have found some jobs to look at, you need to decide if the jobs are right for you. Think about when you want to work, what you are good at and what experience you have. Do these match the job you have found?

Here are some examples of job ads.

### Do you like animals?

Busy vet needs receptionist two days a week. No experience needed. Send resumé to info@petsandvets.com.au.

### Cashier needed full-time

Must have experience using cash register. Email ken@kenspharmacy.com

### COURIER NEEDED

Courier wanted for city route on weekends. Must have full driver's licence and good driving record. Call John 9555-4956.

## Story

Nick wants to find a job. He meets with Karla, who works for a company that helps people find jobs. Karla asks Nick to make a list of personal qualities that will be useful for getting a job. She explains that personal qualities are the things that Nick likes to do and the skills that Nick has.

Karla asks Nick if he has thought of a job he would like to do. He is not sure, so she asks some more questions to find out more about him. They talk about how Nick likes working on computers. Data entry is a job that uses computers. Nick thinks data entry sounds good and asks for some more information, like what skills he will need to do data entry. Then he can decide if the job is right for him.



## What to do next

When you have found a job that matches what you are looking for, you may decide to apply for the job. Applying for the job means telling the people advertising the job that you would like to work for them and outlining why you would be good at it. You can find out more about how to apply for a job in the Aspire learner guide *Applying for a job*.

When you apply for a job you will need to write a resumé. A resumé lists your experience and skills. You can find out more about how to write a resumé in the Aspire learner guide *Preparing a resumé*.

If the person advertising the job thinks you would be good at the job, they may contact you and ask you to come for an interview. You can find out more about job interviews in the Aspire learner guide *Going to an interview*.



## What you have learnt

Put a ✓ in the box when you have understood or done these things.

- Decided when you want to work
- Decided where you want to work
- Thought about what you are good at doing
- Thought about what experience you have
- Looked for job ads
- Decided whether the jobs are right for you



3. Then try to find an ad for this kind of job. You might use the internet to do this. Print out the job ad.

4. Look at the job ad and write down these things:

- When the job is

---

---

- Where the job is

---

---

- What skills you need to do the job

---

---

- What experience you need to do the job

---

---

5. Do you think the job suits you? Why or why not?

---

---

[Click to complete](#)

# Answers

## Answers to activities

### Activity 1

#### Answer to Question 1

Sarah could work:

- Tuesday
- Wednesday
- Thursday
- Friday afternoon
- Saturday
- Sunday

#### Answer to Question 2

Yes

#### Answer to Question 3

No

## Activity 2

Answers may vary. Here is an example:

- |  |   |
|--|---|
| <input type="checkbox"/> Gardening                             | <input type="checkbox"/> Maths                          |
| <input type="checkbox"/> Taking care of animals                | <input checked="" type="checkbox"/> Planning holidays   |
| <input checked="" type="checkbox"/> Playing sport              | <input type="checkbox"/> Measuring and counting         |
| <input type="checkbox"/> Coaching or refereeing                | <input checked="" type="checkbox"/> Drawing             |
| <input type="checkbox"/> Camping and hiking                    | <input type="checkbox"/> Writing letters                |
| <input type="checkbox"/> Painting the house                    | <input type="checkbox"/> Reading                        |
| <input checked="" type="checkbox"/> Meeting new people         | <input checked="" type="checkbox"/> Doing the banking   |
| <input type="checkbox"/> Exploring nature – animals and plants | <input checked="" type="checkbox"/> Working on old cars |
| <input checked="" type="checkbox"/> Fixing things              | <input checked="" type="checkbox"/> Sewing              |
| <input type="checkbox"/> Coding (writing) apps or programs     | <input type="checkbox"/> Cooking                        |
| <input type="checkbox"/> Doing puzzles                         | <input type="checkbox"/> Making jewellery               |

## Activity 3

<b>Likes</b>	<ul style="list-style-type: none"> <li>• Being with other people</li> <li>• Fixing and making things</li> <li>• Being outside</li> <li>• Keeping fit</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Finishing jobs</li> <li>• Making wooden things</li> <li>• Planning the garden</li> </ul>
<b>Work experience</b>	<ul style="list-style-type: none"> <li>• Work placement at a shop</li> <li>• Work placement with furniture movers</li> </ul>
<b>Other experience</b>	<ul style="list-style-type: none"> <li>• Built a fence</li> <li>• Ordered wood and tools</li> <li>• Fixed tiles on the roof</li> <li>• Planned a vegetable garden</li> </ul>

## Answers to check your learning

### Answer to Question 1

Answers may vary. Here are Theo's answers:

<b>Likes</b>	<ul style="list-style-type: none"> <li>• Being with other people</li> <li>• Fixing and making things</li> <li>• Being outside</li> <li>• Keeping fit</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Finishing jobs</li> <li>• Making wooden things</li> <li>• Planning the garden</li> </ul>
<b>Work experience</b>	<ul style="list-style-type: none"> <li>• Work placement at a shop</li> <li>• Work placement with furniture movers</li> </ul>
<b>Other experience</b>	<ul style="list-style-type: none"> <li>• Built a fence</li> <li>• Ordered wood and tools</li> <li>• Fixed tiles on the roof</li> <li>• Planned a vegetable garden</li> </ul>

### Answer to Question 2

Answers may vary. Theo would like to work in a nursery helping people buy plants.

**Answer to Question 3**

Answers may vary. Here is a job that Theo might like.

**Nursery help wanted**

Greenville Nursery, Greenville

An exciting opportunity has become available for a nursery hand. This family-owned nursery has been providing quality plants for over 15 years. You will work with a great team and work in a beautiful environment.

To be considered for this job you will need:

- to be available to work Monday to Friday
- to be good at talking to different people
- to have some experience working with different plants.

If you think you are right for this job, then apply now!

**Answer to Question 4**

Answers may vary. Here are the answers for the job Theo found.

- When the job is:
  - Monday to Friday (weekdays)
- Where the job is:
  - Greenville Nursery, Greenville
- What skills you need to do the job:
  - To be good at talking to different people
- What experience you need to do the job:
  - To have some experience working with different plants

**Answer to Question 5**

Answers may vary. Yes, the job suits Theo. He likes talking to different people. He has some experience working with different plants. He is also available Monday to Friday, which is when the job is.