

Plan a project program

LANGUAGE
LITERACY
NUMERACY &
EMPLOYABILITY
SKILLS &
JOBS



**AUSTRALIAN
TRAINING
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2018

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EXCELLENCE IN LANGUAGE, LITERACY
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real skills for
real careers

In 2016 I introduced a weekly, project-based program called
Plan a Project

The Content – goal setting, pathways, jobs, job-seeking skills

The Method – group work, project-based

Skill Development – LLN and employability skill development

and keeping in mind that employability skills are everywhere!

In the former SA State Strategic Plan

In all the training packages and curriculum documents, and

In the Foundation Skills Professional Standards Framework

So, how do the 3 elements come together?



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but what actually happens in class

??????????

Proposed Lesson Plan (Word Doc 1)

Each week students explore a jobs/skills/pathways topic

Really important topics: Employability Skills – Barriers to learning/getting a job – Personal Skills and Attributes – What job/s did you do in your country? – Goal Setting – Learning Plans – Entry level jobs – Other jobs – OHS&W

Other topics: Industry groups – Applying for a job – Reading an Advert– Resume Writing – Online Job Application – Cold-calling – Networking – Voluntary work – Tax and Superannuation – the Interview – Workplace Expectations – Casual Work, Part Time Work, Contracts, Self Employed – Private and Public Sectors, and so on

Each week students take part in a group planning /project based activity

The task is to plan a class excursion over the course of the semester

(the only limitation is that the excursion needs to be relevant to the workplace or a vocational pathway).

Each week, the groups as part of the planning process, record their thoughts and ideas on butcher paper and then report back to the class.

Each week the butcher paper is taken to the computer suite and each student uses the dot points to write up their weekly journal.

The teacher's role (in addition to teaching English!)

Explain to students what this class is about... regularly (the term 'employability skills' is a difficult one, however if someone in the class is demonstrating *initiative* or *good team work*, point this out and explain how important this skill is in a job).

The teacher determines what needs to be discussed or thrashed out at the weekly meetings and ensures that the planning process stays on track. (It's great if the excursion takes place however it is more about the journey!)

Make major decisions relating to the planned excursion as a class using a collaborative and communicative approach

In a nutshell the program:

Integrates and contextualises language learning to the pathways / job seeking area and uses project work as an important tool in developing employability skills

It is through 'doing' that students begin to develop language skills as well as communication, planning, problem solving and so on

Top 10 Tips for setting up a 'plan a project' program

1. Become an expert in everything there is to know about pathways, goal setting, the job market and job seeking skills
2. Use group work (Students need to participate in a 1- 1 ½ weekly planning meeting or group - based task)
3. In their groups students write their thoughts / ideas on butcher papereach week
4. Use lots of class discussions /reporting back /sharing of ideas
5. Help students identify the many barriers that they may have to learning or in getting a job

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6. Understand what motivates your student – getting an entry level job is really important for many ESL students
 7. Explain to students what this class is aboutregularly!
 8. Celebrate initiative, planning, organising, team work, self management, problem solving etc that is observed in class, and make a fuss if somebody secures a job!
 9. There are lots of good ESL/ Literacy resources – use them!
 10. Be enthusiastic, positive and have FUN!

The aim always is to get the students interacting, talking, writing, using technology, helping each other out, problem-solving, planning, listening, organising, decision making & so on

Not only do students gain LLN skills and the confidence essential to the workplace, the program helps create a culture and mind set of 'hey, I can get a job if I want one!'



....but to get 8 jobs out of the program so far, is breathtaking. Just wanted to tell you how inspired I was. Amazing to think of cert 1s (and 2s) doing this stuff

As quoted by a fellow practitioner, 2017

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