

1/15

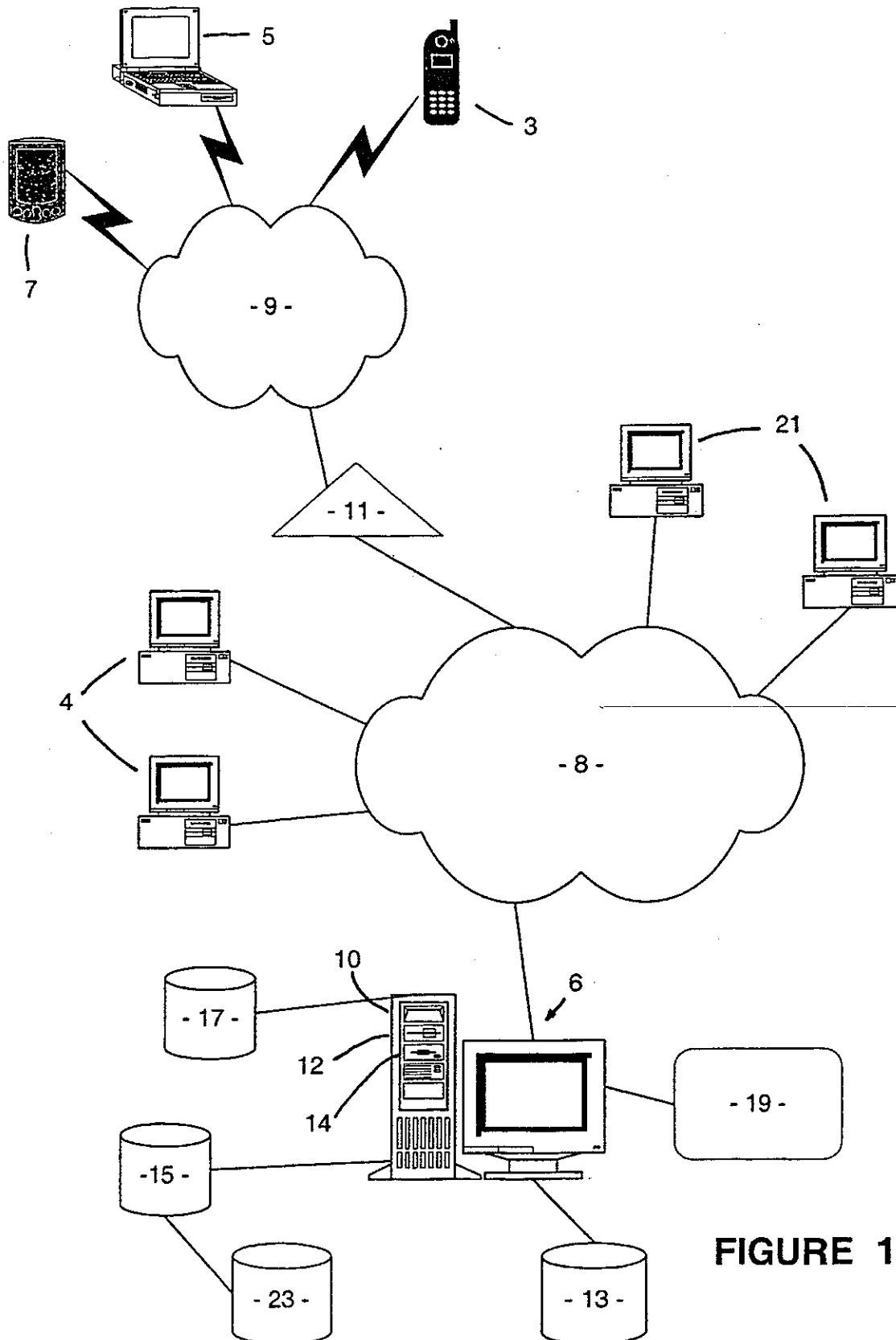
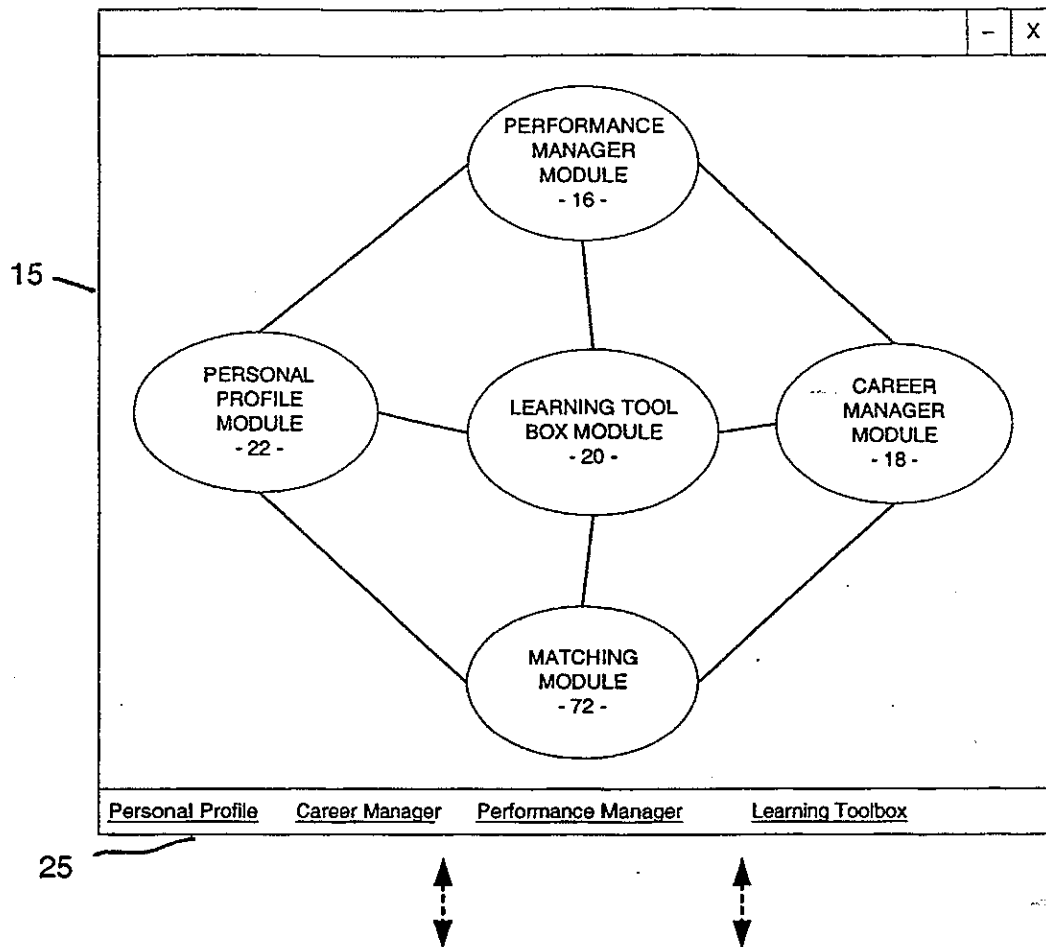


FIGURE 1

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DESKTOP MANAGEMENT INTERFACE

OFFLINE

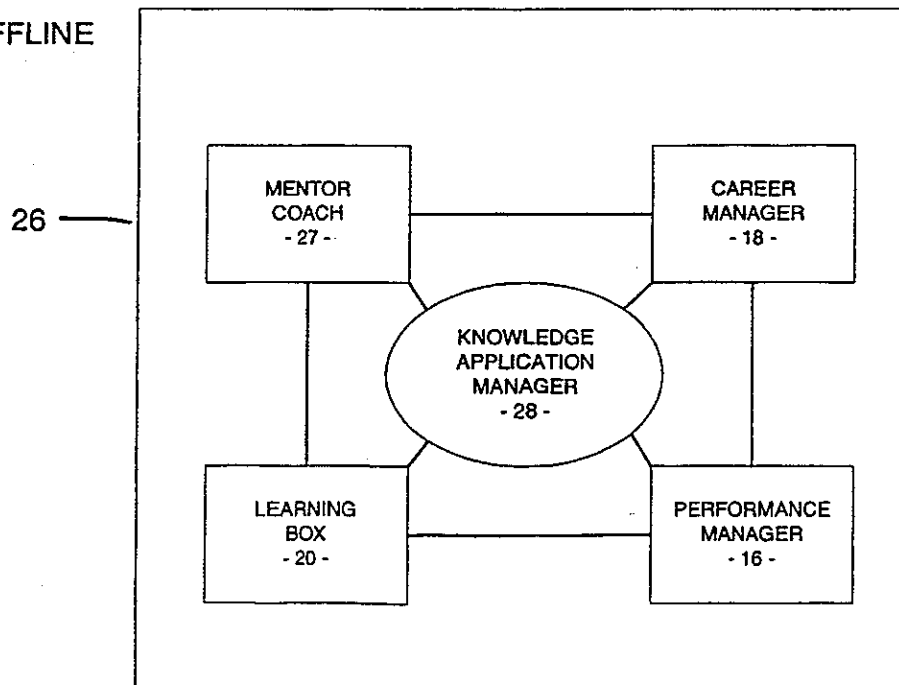


FIGURE 2

31

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		-	x
I will find increased career satisfaction in doing work that:			
1.	allows for increasing levels of responsibility.....	1	
2.	has a minimum of people politics.....	1	
3.	where performance is accurately measured.....	1	
4.	has adequate mechanisms to show appreciation of work well done.....	2	
5.	allows adequate time to reflect, prepare and plan work.....	3	

FIGURE 3(A)

		-	x
My work related strengths include:		How?	
1.	precise and accurate in all work.....	Y	
2.	follows routines and procedures.....	Y	
3.	tries hard to complete work on time.....	Y	
4.	dependable.....		
5.	can work alone without socialising.....	Y	

FIGURE 3(B)

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45

44

46

Areas that I plan to develop include:

How?

1.	may rush into new decisions and actions.....	☒ Y	
2.	understanding new perspectives.....	☒ Y	
3.	relies upon memories more than reality.....	☒ Y	
4.	can be overtly critical and judgemental.....	☐	
5.	may withdraw from social situations too much....	☒ Y	

35

FIGURE 3(C)

Other people usually see me as:

1.	Calm, reserved and serious.....	1
2.	Valuing established procedures.....	1
3.	Consistent and orderly.....	1
4.	Sometimes critical or judgemental.....	2
5.	Often quiet and usually only social when with friends.....	3

51

50

37

FIGURE 3(D)

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52

When learning I prefer to:

Number only your first and second preference in the following:

1.	Engage in physical activity.....	1	53
2.	Work with others.....		
3.	Focus on what I have seen, noticed or heard from others.....		
4.	Pursue many topics at once.....	2	
5.	Remain focussed on the one topic briefly before moving onto the next.....		

FIGURE 4

70

What Concerns You?

Tick any of the following if you feel they are having a negative impact on your school/work progress:

What concerns you....

1.	Parental Issues:	4.	Relationship Issues:
	☐ Conflict		☐ I feel bullied
	☐ High Expectations		☐ I don't have a friend
2.	School Issues:	5.	Stress Issues:
	☐ Unsure about subjects		☐ Fear of failing
	☐ Teacher issues		☐ Exam pressure
3.	Learning Issues:	6.	Health Issues:
	☐ Can't keep up		☐ Don't like appearance
	☐ Fear of failing		☐ Sexuality issues

FIGURE 5

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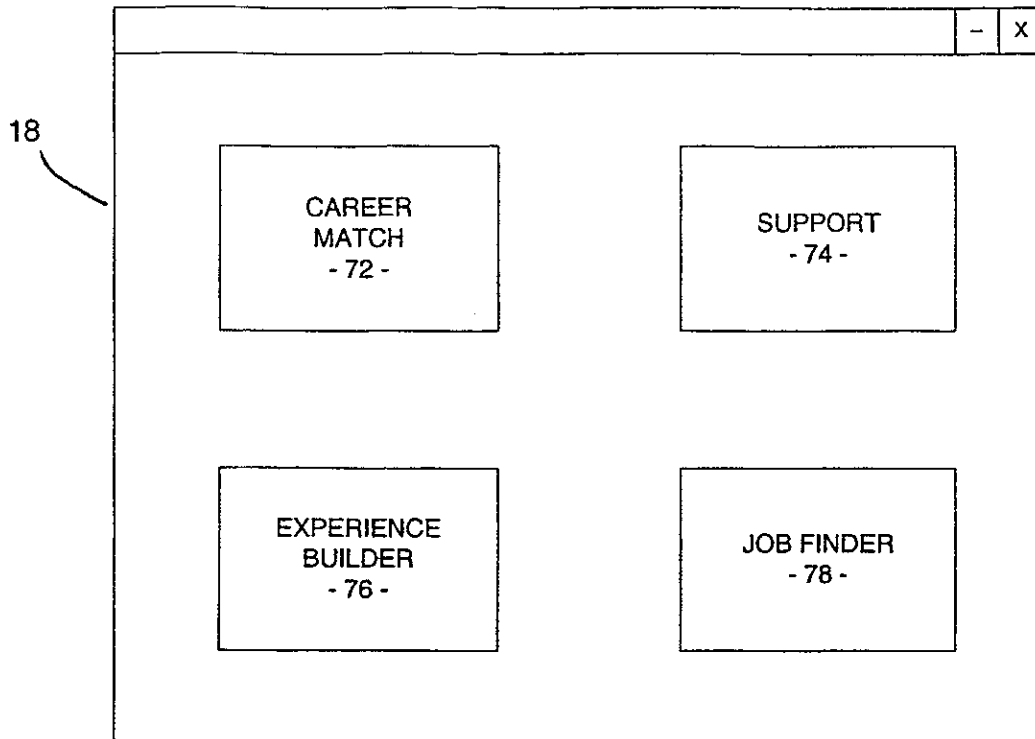


FIGURE 6

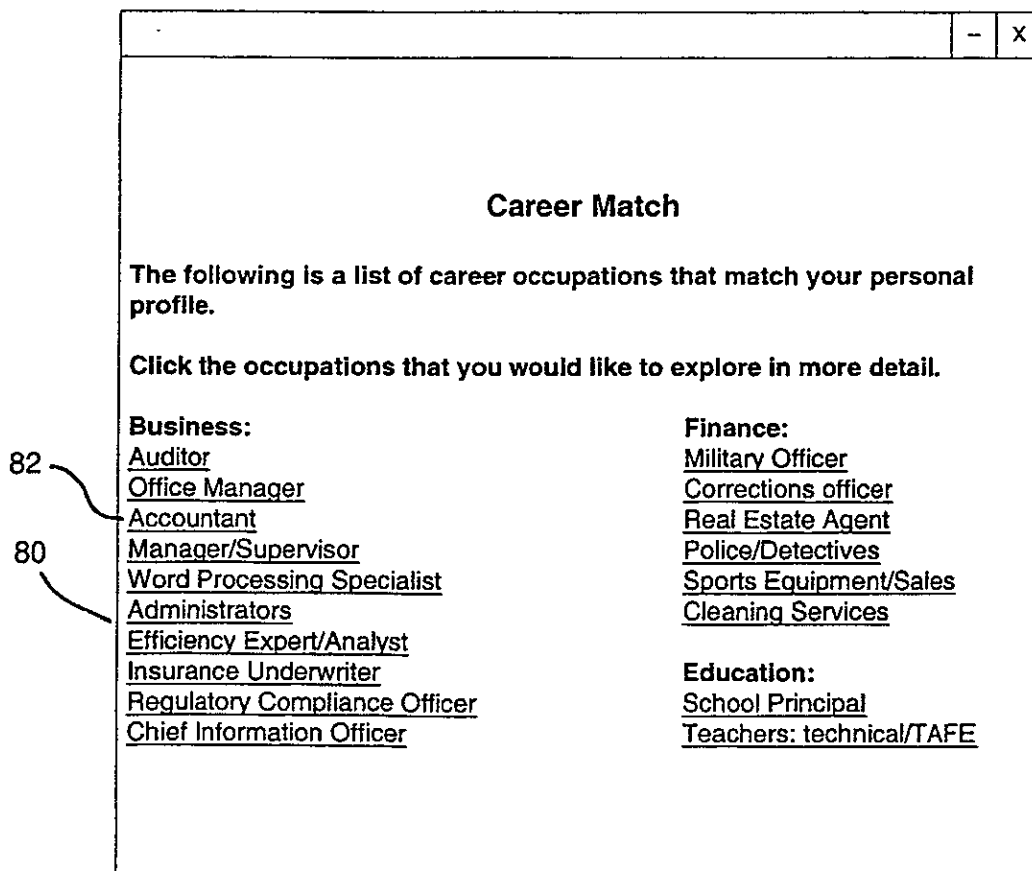


FIGURE 7

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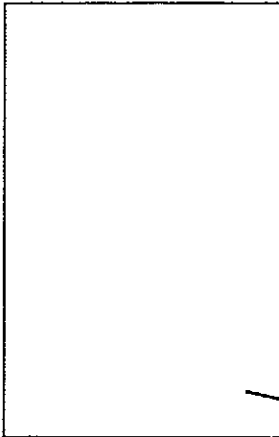
		--	x
Occupation:		Accountant	
Job Profile:			
General information			
Job data - incomes			
Industry trends			
Key Skills:			
Numeracy and Mathematics			
Communication			
Teamwork			
Technology and Software			
Educational Pathways:			
<i>Universities</i>			
<u>Bachelor of Business (Accountancy)</u>			
<i>TAFE Colleges</i>			
<u>Certificate III Accountancy</u>			
<i>Vocational Education and Training</i>			
<u>VET Pathway - Accountancy</u>			
<i>Private Providers</i>			
<u>Melbourne Business School</u>			
<i>New Apprenticeships</i>			
N/A			
<i>Online Courses</i>			
<u>Accountancy</u>			
Employers:			
84	<u>Acme Industries</u>		
	<u>Roadrunner Tracks</u>		
Associated Occupations:			
<u>Financial Planner</u>			
<u>Actuary</u>			
<u>Stockbroker</u>			

FIGURE 8

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Skill Bank	
Competency Developed	
Using Technology Content	Action
Numeracy & Maths Content	Action
Teamwork Content	Action

FIGURE 9

93

Education Pathways	
Occupation: Accountancy	
<u>Certificate III in Accounting</u>	
Description: xxx	
Subjects: xxx	
Entry Requirements: xxx	
Possible alternative occupations once qualified: xxx	
Campuses:	
Box Hill Institute of TAFE	
94	<u>Nelson Campus</u>

FIGURE 10

100

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		--	X
Potential Employers			
Your Locality:			
-	<u>Business Accountants</u> , 24 White St Golden Square, Bendigo		
-			
Regional:			
-	<u>Accountants</u> 34 Haaw St Ballarat		
-			
Interstate:			
-	<u>Search</u>		
International:			
-	<u>Search</u>		

FIGURE 11

FIGURE 12

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		--	X
Figure 8.0		<u>Support Module</u>	
The following community resources, programs and support services were identified matching your specific need requirements.			
These include:			
Learning support			
110	School Sue Barker Welfare Coordinator Room 6a Jim Cook Yr 10 Coordinator Room 24b	Web Maths Tutor English Tutor Science Tutor Personal Assist	Private Barbara Brown Tutors Network 202 Corrigan Rd Mt Waverley 03 9889 7777 tn@bigpond.com
Employment support			
112	Michael Swan Employment Plus 142-144 Springvale Rd Mt Waverley 03 9889 2323 ms@employment.org.au	Gary Down Pathways Officer 142-144 Springvale Rd Mt Waverley 03 9889 2323 gd@pp.gov.edu.au	Belinda Green JPEET Coordinator 74 Springvale Rd Mt Waverley 03 9889 2323 bg@jpet.gov.edu.au
Accommodation support			
114	Belinda Green JPEET Coordinator 24 Springvale Rd Mt Waverley 03 9889 2323 bg@jpet.gov.edu.au	Roger Bannister Youth Access Centre 44 Springvale Rd Mt Waverley 03 9343 3333 rb@youthaccess.com.au	
Counsellors			

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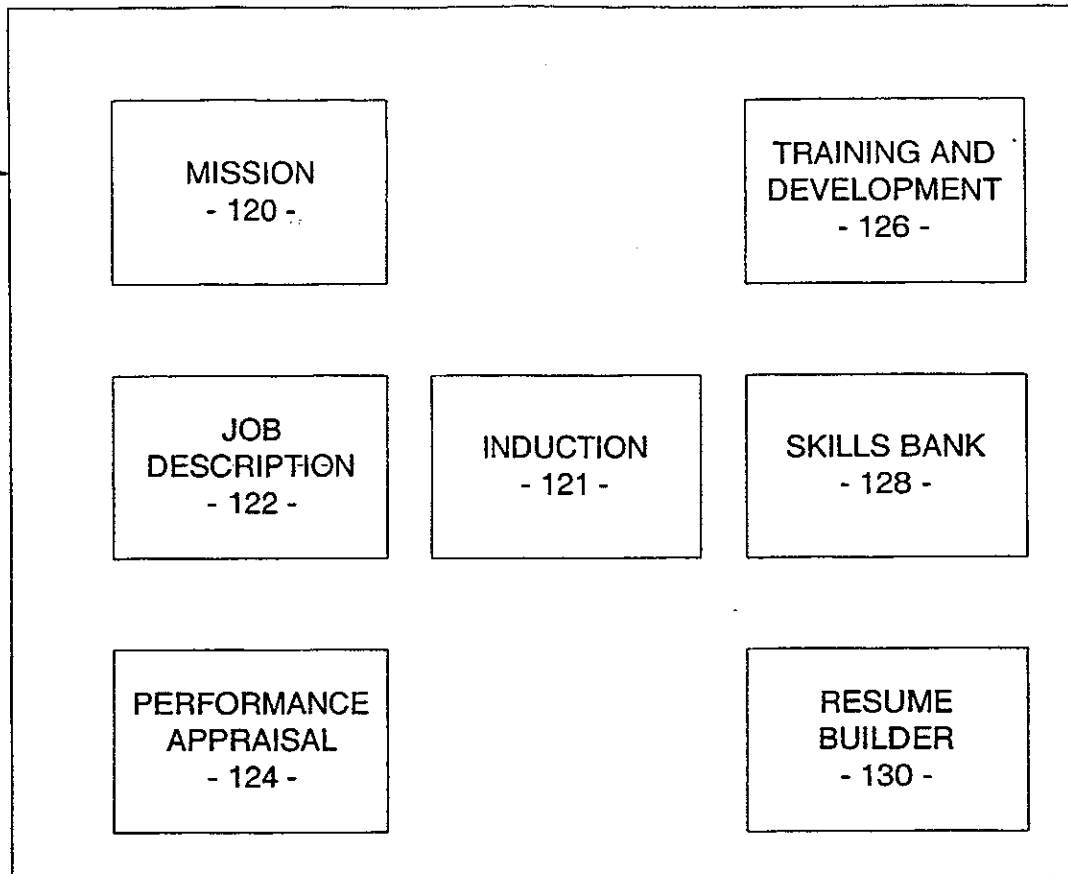


FIGURE 13

20

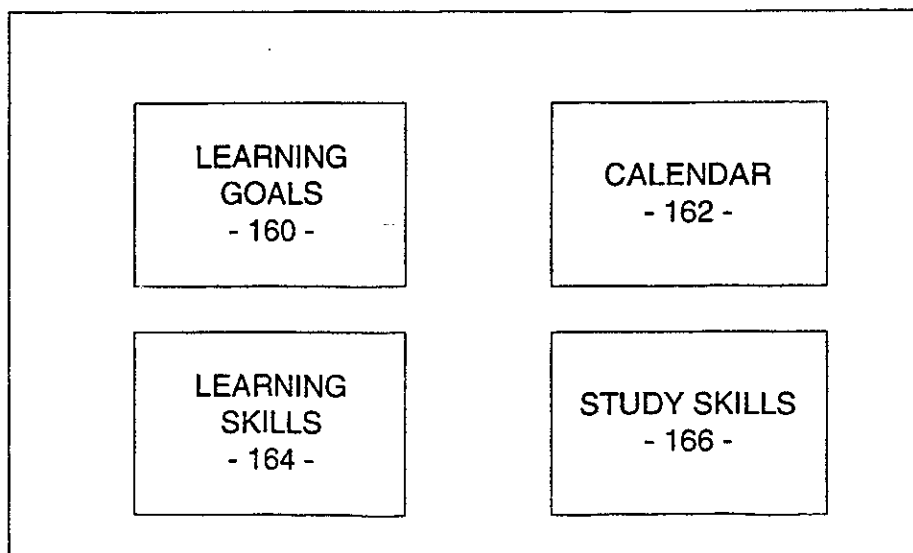


FIGURE 18

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		--	x
INDUCTION PROGRAM CONTENTS PAGE			
<u>A MESSAGE FROM THE CEO</u>			
<u>ABOUT THIS INDUCTION PROGRAM</u>			
<u>ORGANISATIONAL CHART</u>			
<u>POLICY AND PROCEDURES MANUAL</u>			

150
FIGURE 14

150

				--	x
Account Statement					
SKILL BANK					
MELBOURNE					
Client Name					
Client Address					
Client Phone Number					
<u>WORK EXPERIENCE STATEMENT</u>					
Manager Set 000-001 Account No. 000 000 001					
4.1 DATE	OCCUPATION	EMPLOYER	RESPONSIBILITIES		
152	154	156	158		

FIGURE 16

12/15

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	-	x
POSITION DESCRIPTION		
Position Title:		
Reports to:		
Date: .../.../2002		
Position Objective: (Why does this job exist? What is its primary purpose?) 		
Position Context: (Business environment, job environment, reporting levels) 		
Key Responsibilities (Expected outputs - major activities) 		
Organisational Relationship (Skills required to develop and manage internal and external relationships) 		
Accountability (Level of autonomy, budgetary control, authority, independence and outcomes expected) 		
Judgement (Skills required for managing internal and external environments) 		
Key Selection Criteria (Qualifications, Experience and Competencies Required)		
Qualifications and Experience		
Specialist Skills and Experience		
Management and Interpersonal Skills		
Performance Indicators Identifies the performance outcomes required to gauge if key responsibilities have been achieved.		
Key Role Challenge Identifies the major challenge in the role.		
Signed: _____ Next Review: _____		

FIGURE 15

13/15

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		-	x
Account Statement			
SKILL BANK			
MELBOURNE			
Client Name			
Client Address			
Client Phone Number			
<u>COMPETENCY STATEMENT</u>			
			Manager Set 000-003 Account No. 000 000 001
4.3 Competencies Developed			
1.	COLLECTING, ANALYSING AND ORGANISING INFORMATION		
	CONTEXT	ACTION	RESULT

FIGURE 17

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			-	x
To be achieved today:				
Priority List	Appointments	Communication		
1. Update KPIs	1. 2.00pm BRW	1. Bruce W		
2. Update skillbank	2. 3.00pm HR Dept	2. Sam T		
3. Presentation BRW	3. 5.00pm Appraisal	3. Sue		
4. Meeting HRM issues		4. Team Calls		
		5. Bank		
190	192	194		
<u>Plan</u>	<u>Perform</u>	<u>Motivate</u>	<u>Training</u>	<u>Information</u>
184	196	198	200	202

FIGURE 20

14/15

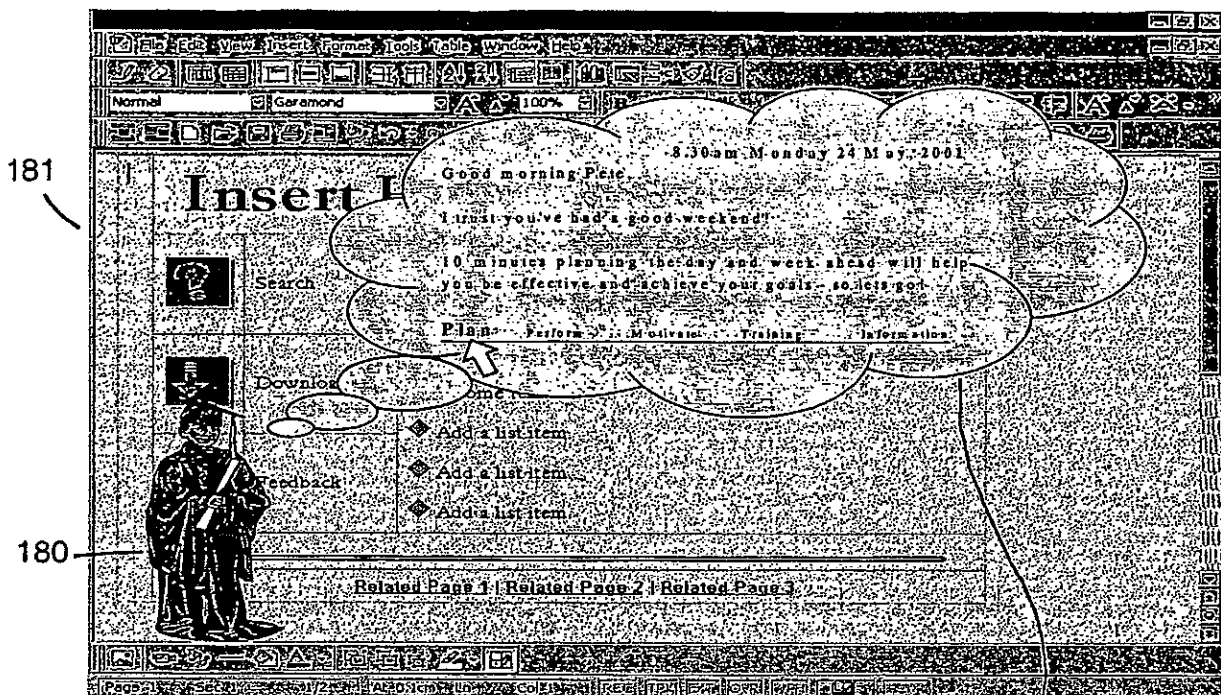


FIGURE 19

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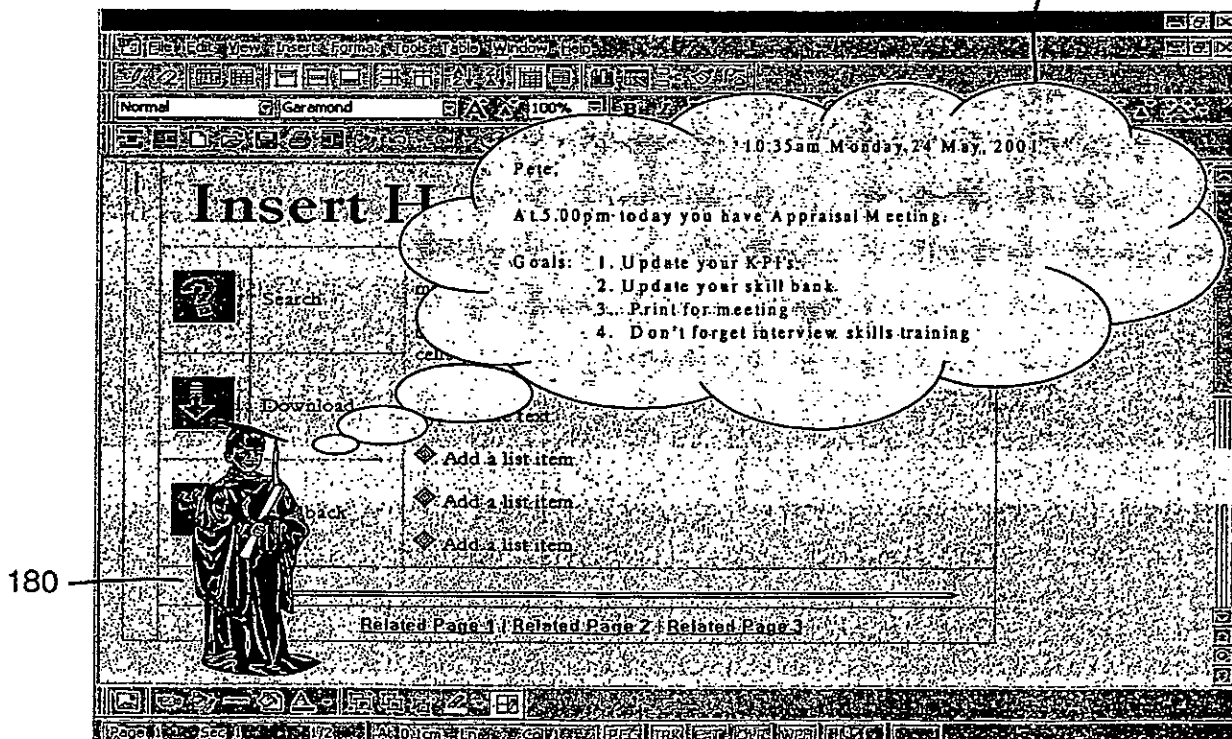


FIGURE 21

15/15

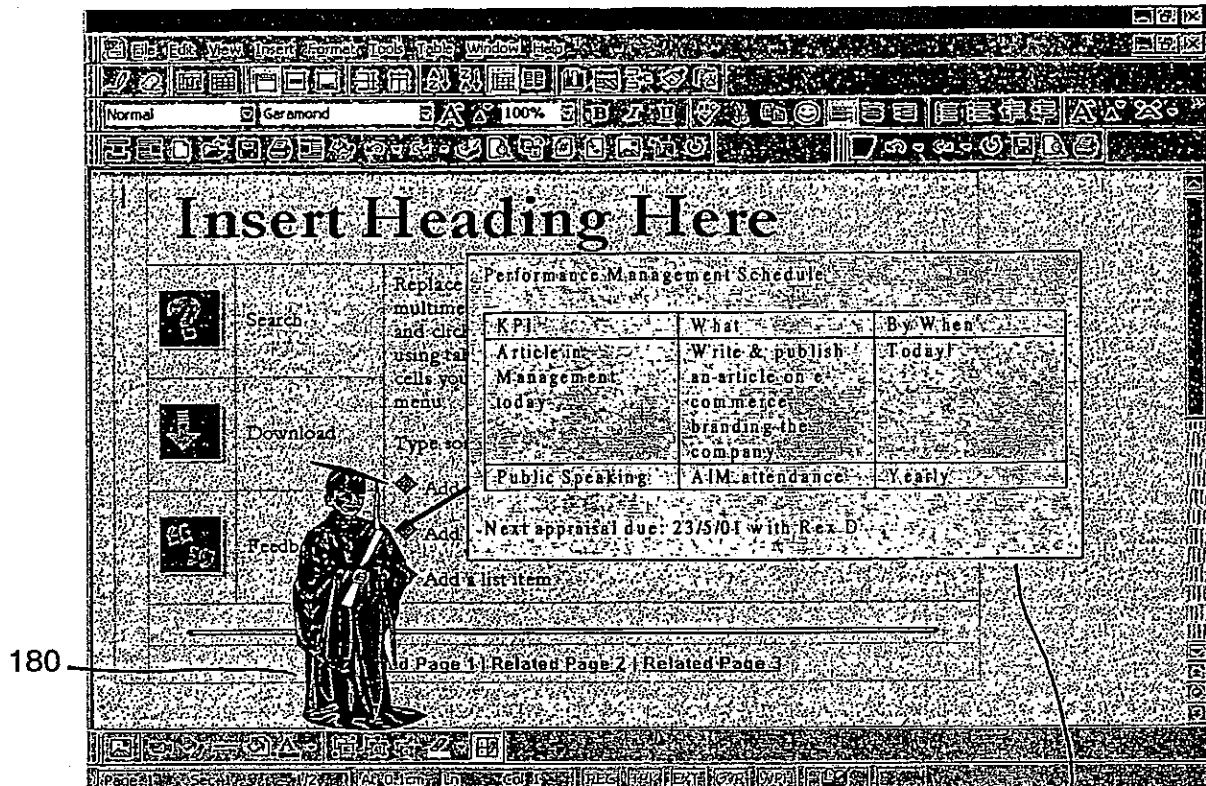


FIGURE 22

185

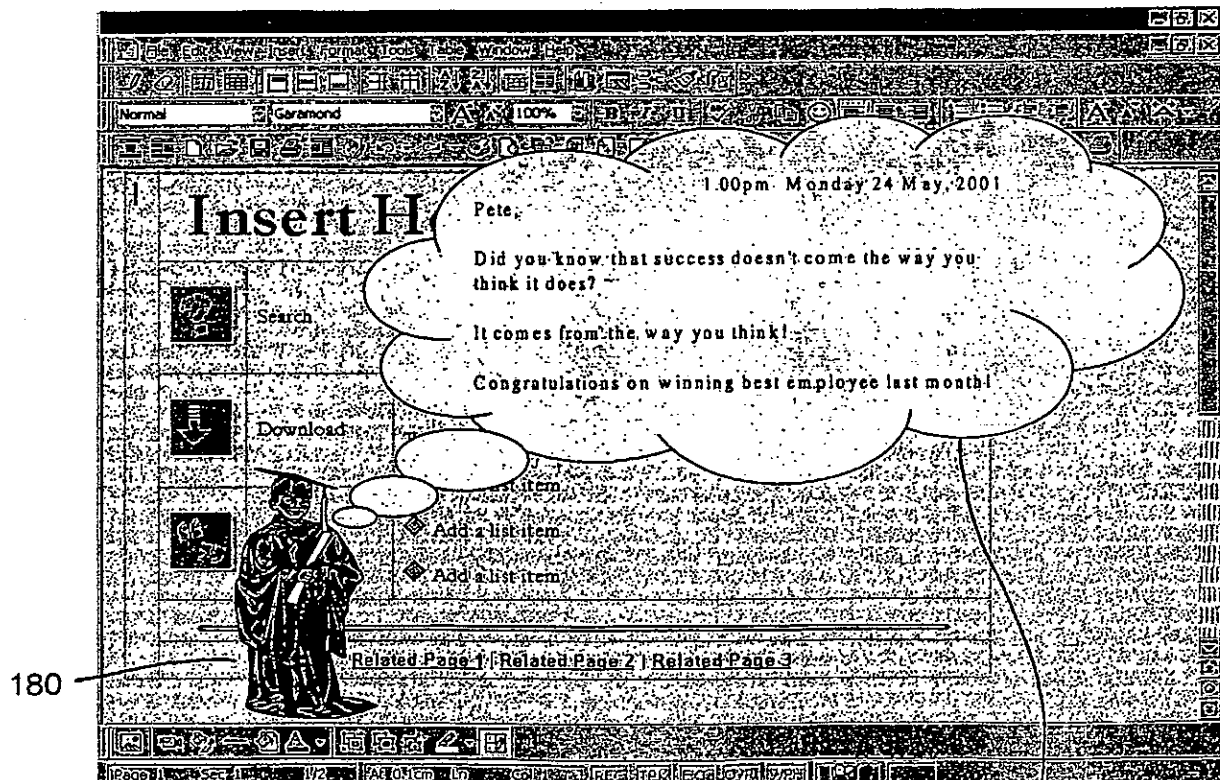


FIGURE 23

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