**PLP Checklist**

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| **Goals and Capabilities**  |
| **Task** | **Completed** |
| Who are you? Activity |  |
| Activity 1: Steps to Success Work Sheet |  |
| Activity 2: Short Term SMART Goals  |  |
| Homework Activity: Long Term Goals |  |
| Group Activity: Capabilities Mind Map |  |
| Capabilities Checklist |  |
| Discussion with parent/caregiver re: checklist - Summary |  |
| Activity 3: Capability Activity Sheet (for your chosen capability) |  |
| Activity 4: Developing the Capability Plan Grid |  |
| Craft/refine/polish and complete draft of Goals & Capabilities Task |  |
| Submit Summative Task 1 via Daymap |  |

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| **Changing World of Work** |
| **Task** | **Completed** |
| Activity 1: Class Discussion – 5 key skills |  |
| Activity 2: School to Work Skills Worksheet |  |
| Activity 3: Summarise 3 of Growth Industry Documents |  |
| Homework Activity: Job Paragraph |  |
| Cover Letters – Activity 1: SEEK or Indeed Job Ad Summary |  |
| Activity 2: Newspaper Ad Summary |  |
| Activity 3: Cover letter template for provided “Online Jobs” |  |
| Resumes – Activity 1: Resume Activity Sheet |  |
| Cover Letter and Resume drafted and checked |  |
| Cover Letter and Resume polished and printed to take to Interview |  |
| Interviews - Video 1 – Comprehension Questions |  |
| Video 2 – Comprehension Questions |  |
| Video 3 – Comprehension Questions |  |
| Video 4 – Comprehension Questions |  |
| Activity 1: Group Activity - handshake |  |
| Activity 2: Group Activity – Role Play |  |
| Mock Interviews – Week 8 or 9 Term 1 |  |
| Mock interview reflection drafted and checked |  |
| Summative Task 2 submitted via Daymap |  |

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| **Work Experience** |
| **Task** | **Completed** |
| Find and organise Work Experience |  |
| WHS video clips and activities sheet |  |
| What you say matters Work sheet |  |
| Internet Safety Activities |  |
| Group role play activity – Case Studies |  |
| WHS Case Studies activity |  |
| Work Experience – 5 days |  |
| Work Experience Journal/Employability Skills Assessment  |  |
| Work Experience Review Presentation draft |  |
| Summative Task 3: Work Experience Review Presentation and submitted via Daymap |  |

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| **Career Pathways** |
| **Task** | **Completed** |
| Complete My Career Match Profile |  |
| Activity 1: My Life and Career Pathway Plan Worksheet" |  |
| Activity 2: Complete Career Research Template |  |
| Activity 3: Reliability, Credibility, Validity Activity |  |
| Activity 4: Source Analysis Scenario – Source Analysis Sheet |  |
| Summative Task 4 submitted via Daymap |  |
| SACE Study Program Planner signed by parent/caregiver and student and submitted to PLP teacher |  |

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| **Round Table/Folio** |
| **Task** | **Completed** |
| Round Table presentation preparation – complete round table powerpoint guide |  |
| Write Speech and practice  |  |
| Save Powerpoint and Speech and submit via Daymap |  |
| Round Table Presentation time chosen. |  |
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| Folio completed and submitted to PLP Teacher |  |
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