**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 |  |  |  |  | | --- | --- | | **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 |  | | |  |  | | --- | --- | | **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 |  |  |  |  | | --- | --- | | **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 |  |  |  |  | | --- | --- | | **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. |  | |  |  | | Folio completed and submitted to PLP Teacher |  | |  |  | |