



# CAREER FUNDAMENTALS

EQUIP YOURSELF FOR ANY CAREER!



# COURSE STRUCTURE

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Career Fundamentals is available to students from all regions and runs for 10 months, aligning with their school academic year. The course is comprised of five units, each of which will be allocated two months.

The estimated workload will be 10-20 hours per unit depending on factors such as the student's ability and level of engagement.

Each unit is made up of 4-8 topics. Each of these topics will form compulsory learning for every student.

Each unit will have a set due date being the last day of the second month of the unit. Students must submit their work by the due date to be eligible for credit for that particular unit.

Students begin with the unit on productivity to gain an understanding of the importance of time and task management early in the course.

The following units will cover the essential scope:

1. Productivity: Time and Task Management
2. Professional Conduct in a Business Environment
3. Communication
4. Financial Life Skills
5. Project Management

Students who have minimal time, due to other academic commitments, will be able to embrace the content of the course and complete a minimum number of responses to gain a 'competent' grade. It is anticipated this will involve a commitment of approximately 10 hours per unit (50 hours per year).

Students who wish to extend themselves, can undertake additional response tasks designed to stretch them, consolidate their understanding and develop their skills. Successful completion of these additional assessments, will earn a 'merit', 'distinction' or 'high distinction' grade. It is anticipated that this advanced level will involve a commitment of approximately 20 hours per unit (100 hours per year).

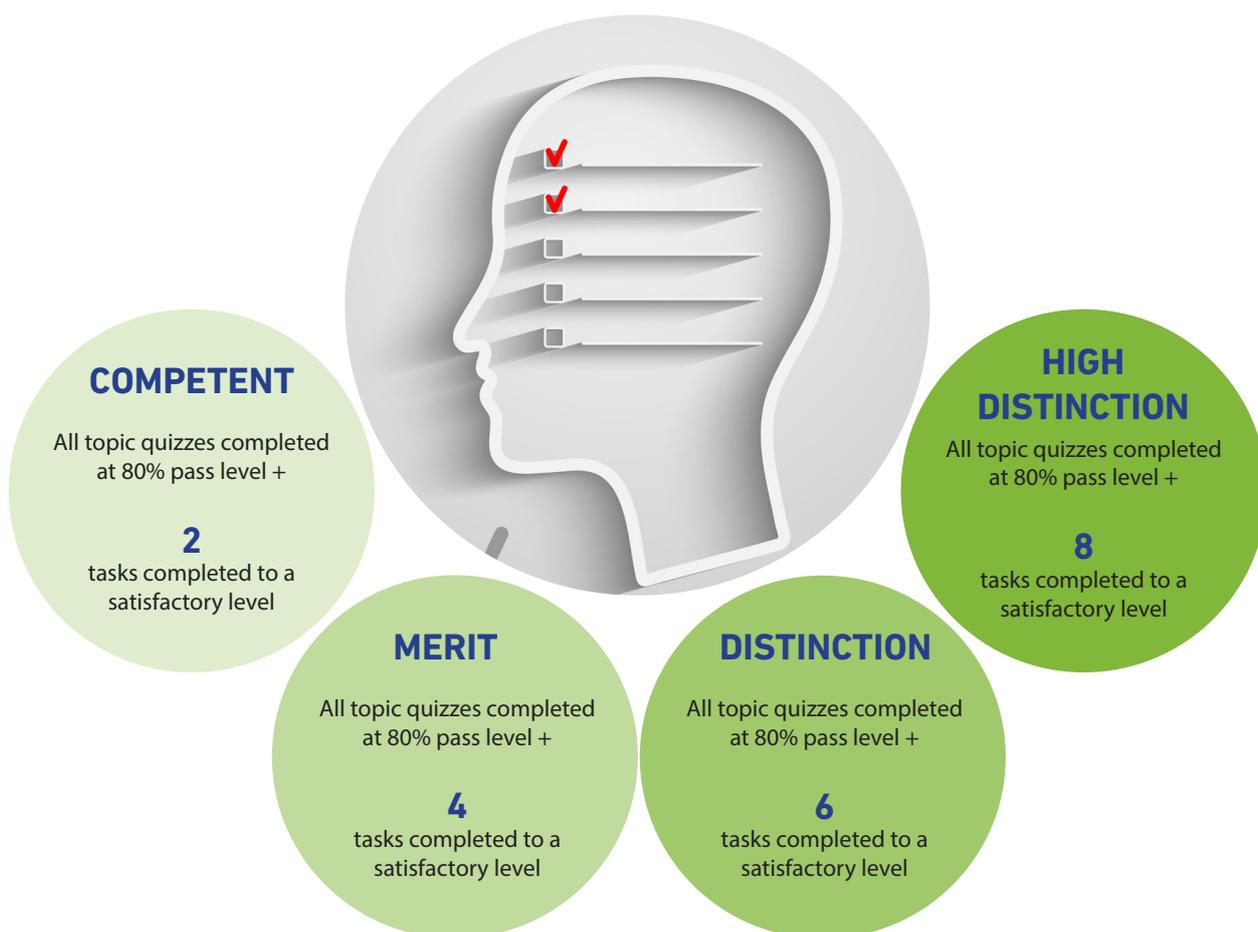
The student achievement grade, which reflects the commitment to the Global CAP Course, will appear on the CAP report and be available to the Business Sponsor.

A minimum grade of 'competent' in all of the five units is required to be eligible for the debenture.



# ASSESSMENT

Assessment will be based on completion of online quizzes and responses to tasks. The following assessment guideline will derive a grade for each student for a unit.



# UNIT 1

## PRODUCTIVITY: TIME AND TASK MANAGEMENT

Time is a finite resource and therefore it is essential that workers possess good time management skills to maximise their productivity and efficiency. This unit provides a sound introduction to time management with a focus on the positive outcomes of good time management and provides useful tools to effectively manage time.

### 1: INTRODUCTION TO TIME AND TASK MANAGEMENT

- Productivity
- Linking time and tasks

### 2: GOOD PRACTICES VERSUS POOR PRACTICES

- Habits
- Practices to embrace
- Practices to avoid

### 3: GOAL SETTING

- Locke and Latham's theory
- SMART goals
- Productivity pyramid

### 4: PRIORITISING

- Urgency versus importance
- Consequences
- Time Management Matrix
- Big Rocks Principle

### 5: TASKS AND SCHEDULING

- Scheduling tools
- Time Zoning
- Making optimal use of the work day

### 6: VISUAL WORKPLACE MANAGEMENT

- 5S Methodology
- 5S Toolbox



# UNIT 2

## PROFESSIONAL CONDUCT IN A BUSINESS ENVIRONMENT

A business does not exist in a vacuum, but is a part of a broader community. Individuals need to know how to conduct themselves professionally with a range of stakeholders and as part of a team. At a business level, a set of values and standards need to be developed and followed to ensure that the conduct of the organisation is ethical.

### 1: BUSINESS ETHICS

- Ethical decision making
- Code of Ethics
- Code of Conduct

### 2: RESPECT OF DIFFERENT CULTURES, ETHNICITIES, VALUES

- Cultural awareness in the workplace
- Cross-cultural communication
- Cross-cultural conflict

### 3: PLAN TO ACHIEVE TEAM OUTCOMES

- Goal setting
- Planning
- Team roles and responsibilities

### 4: DEVELOPING TEAM COHESION

- Input of team members to planning and decision making
- Supporting team members
- Training needs analysis
- Providing feedback

### 5: LEADING A TEAM

- The distinction between leadership and management
- Uphold high standards and values

- Model high standards of behaviour and performance
- Lewin's leadership style
- Belbin's theory on team dynamics

### 6: EMOTIONAL INTELLIGENCE

- Origins of EI
- Salovey and Mayer's four branches
- Goleman's five components

### 7: MANAGING DIFFERENCES

- Workplace diversity
- A culture of inclusion - promoting respect
- Conflict resolution

### 8: CONTINUOUS IMPROVEMENT

- Deming's PDCA Style
- Other models



# UNIT 3

## COMMUNICATION

Communication is essential to the achievement of coordinated actions by members of the organisation. It reduces misunderstanding, enhances teamwork and helps to ensure efficient task completion. All employees should have a professional phone manner and be able to draft basic business correspondence.

### 1: PHONE SKILLS AND MANNERS

- VOIP
- When it is better to make a phone call
- Phone Etiquette

### 2: DRAFTING WRITTEN CORRESPONDENCE

- Written communication
- Document production - Seven key steps
- Proofreading and editing
- Organisational requirements

### 3: EMAIL WRITING AND ETIQUETTE

- Structuring an email
- Sending and replying to emails

### 4: CONDUCTING PRESENTATIONS

- Researching your audience
- Structuring presentations
- Electronic Presentations

### 5: EFFECTIVE QUESTIONING

- Open and closed questions
- Funnel questions
- Probing questions
- Leading questions

### 6: HANDLING OBJECTIONS AND COMPLAINTS

- Steps to overcoming objections
- Complaint resolution

### 7: PROCEDURES AND CHECKLISTS

- The need for procedures and checklists
- Documenting procedures
- Documenting checklists

### 8: WRITING A REPORT

- Report writing in business
- Determining purpose, objectives and audience
- Structuring a report
- Presenting a report





# UNIT 4

## FINANCIAL LIFE SKILLS

Financial literacy is essential to establish the set of skills and knowledge that allows an individual to make informed and effective decisions with all of their financial resources.

### 1: COST OF LIVING

- Understanding costs
- Essentials and luxuries
- Principles of budgeting - setting personal budgets

### 2: SPENDING WISELY

- Debit versus credit
- Understanding credit cards
- Retail traps
- Buy now, Pay later offers
- Interest-free deals

### 3: SAVINGS AND LOANS

- Saving for the future
- Personal loans
- Compound interest
- Buying a home
- The cost of borrowing

### 4: EMPLOYMENT

- Responsibilities
- Payment for work
- Gross pay and Net pay
- Cost of hiring an employee



# UNIT 5

## PROJECT MANAGEMENT

Project Management principles and approaches are essential for any person or team members that are involved in the selection, planning and execution of a project. This unit provides a sound introduction to project management and introduces seven key aspects of project management to students.

### 1: PROJECT DEFINED

- What is a project?
- Project characteristics

### 2: PROJECT MANAGEMENT DEFINED

- What is project management?
- Input, output, outcome
- The need for project management

### 3: THE KEY PLAYERS

- Project Roles

### 4: PRODUCT LIFECYCLE AND PHASES

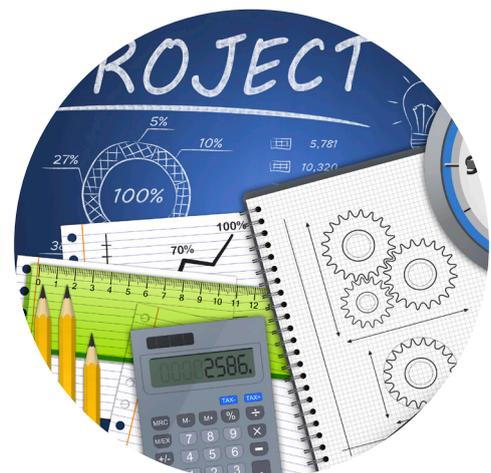
- Lifecycle
- Phases
- Deliverables and work
- Project hierarchy
- Core processes

### 5: PROJECT MANAGEMENT FUNCTIONS

- Functions defined
- Integration

### 6: AGILE PROJECT MANAGEMENT

- Traditional versus Agile
- Agile defined
- Scrums and sprints
- Limitations of agile











[cap@focus-school.com](mailto:cap@focus-school.com)

# CAREER ADVANTAGE PROGRAM

HIT THE GROUND  
RUNNING