

## Attention: Industry and Enterprise Coordinators and Teachers

We are writing to update you on the resources that we have available to enhance your school's **VCAL, Industry and Enterprise, Pathways/Careers, vocational** and **enterprise education programs**.

### ⇒ **Industry and Enterprise texts for Unit 1-only, Units 1&2 and Units 3&4**

We have 2nd editions of both of the highly respected texts - **Towards an Enterprising You** for **Industry and Enterprise Units 1&2** and **Towards an Enterprising Australia** for **Industry and Enterprise Units 3&4**.

Each text is also supported by a teacher CD that is usually made available free for class-set users or booklisting schools. The CDs contains over 300-400+ pages of additional and fully reproducible material.

Due to popular demand, for 2010 we are releasing the only **Industry and Enterprise/Pathways/ Careers** student workbook specifically written for those schools offering **Unit 1-only** of **Industry and Enterprise** as part of a Pathways/Careers program.

**I&E Unit 1: Workplace Participation** will be available both as a text workbook version for individual students or as a digital master-set version on CD, containing fully reproducible and interactive PDF files licensed for your entire school program. Extensive *preview sample pages were sent in late-July to many schools, addressed to the Industry and Enterprise/Pathways Coordinators*. Previews will also be available on the web from August.

### ⇒ **VCAL Master sets and pre-printed workbooks**

We also have a range of fully reproducible VCAL resources, many of which might already be in your schools. In 2007 we released the general sets - Personal Development Skills for VCAL, Literacy Skills for VCAL and Numeracy Skills for VCAL. Each contains 150+ pages of instant lessons, work units, ongoing learning activities, integrated assessment tasks and pro-formas.

In 2009 we released six new sets of VCAL resources made specifically for each unit of **Work Related Skills**. Each set consists 100-120 pages of structured work units, ongoing learning activities, assessment tasks, pro-formas and much more.

**Note:**  
All VCAL master sets and I&E teacher CDs are only available directly from us.

Resource	Notes	Details
<b>Industry and Enterprise texts</b>		
<i>Towards an Enterprising You</i>	<i>The text for I&amp;E Units 1&amp;2</i>	<i>(GST inc. &amp; postage charges apply)</i> \$34.95 978-0-9750274-6-2
<i>Towards an Enterprising Australia</i>	<i>The text for I&amp;E Units 3&amp;4</i>	\$49.50 0-9750274-5-X
<i>I&amp;E Unit 1: Workplace Participation</i>	<i>The new text for I&amp;E Unit 1-Only</i>	\$27.50 978-0-9750274-7-9
<b>VCAL General</b>		
- <i>Personal Development Skills</i>	<i>Fully reproducible masters sets on CD. After acquiring the license you can then purchase pre-printed student workbooks or simply make your own.</i>	<i>Each master set is \$165. Workbooks are \$27.50 (Workbooks are only available after purchasing the master license)</i>
- <i>Literacy Skills</i>		
- <i>Numeracy Skills</i>		
<b>VCAL Work Related Skills</b>		
- <i>WRS Foundation 1</i>	<i>New in 2009. Fully reproducible masters sets on CD. After acquiring the license you can then purchase pre-printed student workbooks or simply make your own.</i>	<i>Each master set is \$99. Student workbooks are \$24.75, (or \$20 directly from us). Teacher workbooks are \$33. (Workbooks only available after purchasing the master license). Note: Multi-set discounts available.</i>
- <i>WRS Foundation 2</i>		
- <i>WRS Intermediate 1</i>		
- <i>WRS Intermediate 2</i>		
- <i>WRS Senior 1</i>		
- <i>WRS Senior 2</i>		

Extensive sample PDF files are available on our website and we can also supply a sample preview CD of all of our resources if you are interested. If you have any questions please feel free to contact me via the details below.

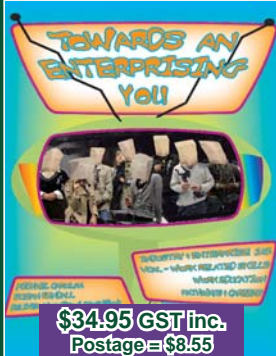
Best regards Michael Carolan DELIVER Educational Consulting

# STUDENT TEXT FOR INDUSTRY & ENTERPRISE 1&2

## Towards an Enterprising You by Michael Carolan & Susan Bendall

2nd edition ISBN: 978-0-9750274-6-2

**“Is it time to take a more enterprising approach to Industry & Enterprise, VCAL, careers, pathways and work education?”**



**Towards an Enterprising You** has been specially formatted and designed to follow the topic structure of the reaccredited **Industry and Enterprise** units 1&2.

If you also offer VCAL, careers, pathways, work or enterprise education programs then

**Towards an Enterprising You** will also provide all your careers, vocational, pathways

and enterprise education resource needs. The lively student-focused material engages students and supports their pathway exploration and development. The flexible structure of **Towards an Enterprising You** allows the text material and learning tasks to be used to satisfy learning outcomes in varied units.

**Towards an Enterprising You** also features a full careers and pathways identification survey as well as an ongoing suite of MIPP “My Individual Pathway Portfolio” activities. The work-book feature provides activities suitable for the classroom, for workplace learning and for homework and extension activities.

**For use in:**  
Industry & Enterprise 1&2  
VCAL WRS Foundation & Intermediate  
VCAL PDS and across all units  
Enterprise and Work Education  
All Pathways & Careers programs  
Business Studies, Commerce and SOSE

### Towards an Enterprising You Contents

Advice For Teachers  
Advice For Students

Unit 1: Workplace Participation  
Unit 1 Timeline

*A: Work and my future*

1.01 Career Pathways  
1.05 Reasons for Working  
1.09 Pathways Development  
1.13 Lifelong Learning  
1.17 Career Goal-setting  
1.21 Pathways Planning  
1.23 Mini GOALscorer  
1.25 Occupations Grid  
1.27 Pathways Form  
1.29 Career Myths and Realities  
1.33 Attitudes to Work  
1.37 Changing Work Environments  
1.41 Labour Market Trends  
1.44 Assessment Task  
1.45 Mini GOALscorer Groups

*A1: Sourcing Work and my future*

1.47 Sources of Work  
1.51 Résumé Writing  
1.59 Job Applications  
1.61 Job Interview  
Self-assessment

*B: Work and my skills*

2.01 Work Environments

2.05 Work Settings  
2.09 Status of Work  
2.13 Work Activities  
2.17 Skills & Competencies  
2.21 Personal and Social Competencies  
2.25 Job Descriptions  
2.29 Occupational Specialisations  
2.33 Work and Industries  
2.36 Assessment Task  
Workplace Learning Proforma

*C: The Workplace*

3.01 Rights and Responsibilities  
3.05 Occupational Health & Safety  
3.09 safe@work  
3.13 Equal Opportunity  
3.17 Role of Unions  
3.21 Effective Communication  
3.25 Interpersonal Skills  
3.29 Mentoring and Coaching  
3.33 Effective Workplace Relations  
3.37 Revision Test  
3.38 Assessment Task

Unit 2: Enterprise and Leadership in Australian Industry

Unit 2 Timeline

*D: Industry as a setting for work*

4.01 Stakeholders

4.05 Industry Classifications  
4.07 ANZSIC Classifications  
4.09 Industry Profiles  
4.11 Workplace Arrangements  
4.15 Pay and Working Conditions  
4.19 Arrangements and Conditions  
4.23 Working in Industries  
4.27 Emerging Industries  
4.31 Assessment Task  
Employer contact sheet

*E: Enterprise, innovation and leadership in industry*

5.01 Being Enterprising  
5.05 Enterprise Culture  
5.09 Enterprise and Leadership  
5.13 Enterprising Career Development  
5.17 Enterprise in Action  
5.21 Enterprise and Innovation  
5.25 Enterprise in Action  
5.29 Enterprising Planning  
5.32 Assessment Task  
Enterprise Diary Record

*F: Challenges facing Australian industry*

6.01 Major Challenges  
6.03 Globalisation  
6.09 Technological Change  
6.15 Industry Restructuring  
6.21 Skills Shortages  
6.27 Social Values  
Glossary

#### Teacher Support CD:

Free for class-set users

500+ pages of fully reproducible worksheets & support material.

If you are ordering a class set or booklisting (20+) **Towards an Enterprising You**, you will receive the Teacher Support CD for free and a free copy(ies) of the text. If ordering through a bookseller you need to contact us as we won't know if you have ordered.

#### For non-class-set users

Teacher Support CD:

⇒ Unit 1 set of activities and resources only: \$140 plus \$14 GST.

⇒ Unit 2 set of activities and resources only: \$100 plus \$10 GST.

⇒ Both sets of activities and resources: \$200 plus \$20 GST.

If you have questions, just call us.

Both **Towards an Enterprising You** and **Towards an Enterprising Australia** feature:

- ☺ Hundreds of learning activities designed to cater for all abilities, learning styles and for multiple intelligences; simply pick and choose those most suitable for your classes.
- ☺ Work-book feature provides activities suitable for the classroom, for workplace learning and for homework and extension activities.
- ☺ Suitable for a range of students and teaching programs as well as for self-paced learning.
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  - enterprise planners
  - self-assessment tools
  - employer contact sheets and much more.

**For details about purchasing the CD contact us or check out the website or just get a class set!**

### Teacher Support CDs

and teacher copies are free for class-set users or available for purchase.

The 500+ page CD for **Towards an Enterprising You** includes the 100s of activities in the text fully formatted as separate reproducible worksheets, as well as extra and extension activities.

The CD for **Towards an Enterprising Australia** includes 250+ pages of SACs, practice exams and activities in the text fully formatted as separate reproducible worksheets.

DELIVER Educational Consulting

PO Box 40, Moonee Vale 3055 Ph & Fax (03) 9386 1018 ABN 42 652 793 081

Check for samples at: [www.goalscorer.com.au](http://www.goalscorer.com.au) [info@goalscorer.com.au](mailto:info@goalscorer.com.au)



## VCAL REPRODUCIBLE MASTER SETS

VCAL Master Sets	Price	VCAL WRS Master Sets	Price
Personal Development Skills	\$165 GST inc	WRS Foundation 1	\$99 GST inc.
Literacy Skills	\$165 GST inc	WRS Foundation 2	\$99 GST inc.
Numeracy Skills	\$165 GST inc	WRS Intermediate 1	\$99 GST inc.
		WRS Intermediate 2	\$99 GST inc.
		WRS Senior 1	\$99 GST inc.
		WRS Senior 2	\$99 GST inc.

**See specific VCAL flyers or contact us for more information.**

Important: These resource sets are available for purchase as master licenses on CD which grants you the right to reproduce the material in these **WRS** workbooks for your own **VCAL, Work, Vocational, Pathways** and **Applied Education** school programs.

Once you have purchased the master licenses you might then also choose to purchase pre-printed student workbooks. *Note: You cannot buy copies of the student or teacher workbooks without first acquiring the relevant master licenses.*

### Business Management in Australia: VCE 3&4

By Michael Carolan & Susan Bendall

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ISBN 0-9750274-2-5

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### The GOALscorer - Suite of Careers and Pathways Surveys

If you're looking for a careers and pathways survey that offers somewhat more than closed pigeon-holed options, and one that integrates as a curriculum package into learning programs, then perhaps it's time you considered investigating the GOALscorer suite of careers surveys. Contact us for more information.

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