**EMPLOYABILITY ASSESSMENT TOOLKIT**

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| **Task:** | Preparing for workforce change |
| **Task type:** | Written report |
| **Value:** | 40% |
| **Length:** | 2000 words |
| **Level:** | Transition through |
| **Contributor:** | Jason Brown, La Trobe University |

# Task Objectives:

* Conduct an informational interview with a person working in an industry or occupation of choice (oral communication; planning and organising; initiative and enterprise)
* Describe day to day activities of someone in an occupation of interest
* Analyse factors that might cause change in your industry or future occupation (problem solving)
* Reflect on how you will respond to planned and unplanned change during your career (reflection; problem solving; self-management)

Task Rationale:

The purpose of this task is to give students an opportunity to find and make a connection with someone working in industry, and to help them to develop a better understanding of what that job ‘looks like’.

# Task Description:

For this task you need to write a **2000 word report**. In your report you need to:

* **Outline** the information you gain from conducting an ***informational interview*** with a person performing a role that interests you
* **Describe** a *typical day* for your interviewee, including their work environment and the technologies they use to perform their role
* **Propose** what a typical day might look like for your interviewee ***in ten years’ time***, with *reference to course readings and appropriate literature* and **analyse** how any changes might affect the occupation or industry
* **Reflect** on any *challenges or opportunities* that future changes in workplaces might have on your career and **suggest** ways that you can prepare for planned and unplanned change.

# Additional information:

1. **Choose an occupation to profile**  
   This might be an occupation related to the course you are studying but could also be one that you are considering changing to in future.
2. **Find a person working in this occupation and conduct an informational interview**Aim to find an interviewee who has at least 5 years’ experience as they will be able to offer more insight than a less experienced professional. It is best to interview the professional in person, however you may conduct the interview via email, phone or Skype. Prepare questions for the interview. If you would like to record the interview, you MUST seek permission to do so BEFORE you start. Dress professionally. During the interview find out things like:

* What that person does on a day to day basis, including reference to tasks, the work environment and technologies.
* Developing trends within the occupation or industry.

1. **Next, imagine a typical work day of your interviewee in 10 years’ time.**

Ten years have passed since you met your interviewee. A lot has happened in that time, and there have been considerable changes to the workplace and society. Some of these things were expected, while others were not. Describe the new ‘typical’ work day for your interviewee. In creating your vision of the workplace of the future, you should consider ideas from the week 1 and 2 readings including:

* How the physical and virtual workplace might have changed due to advancements in technology, and
* The impact of changes globalisation, demography and longevity, society, and energy resources on the workplace

1. **Reflect on** the challenges and opportunities that this may create for your own career and suggest ways that you can prepare for planned and unplanned change.
2. **Use of headings is acceptable and appropriate within the report.**

# Rubric:

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| **40 MARKS TOTAL** | **HIGH ACHIEVEMENT** | | **AVERAGE ACHIEVEMENT** | | | **LOW ACHIEVEMENT** | |
| **MARKING CRITERIA** | **36-40/40** | **31-35/40** | | **26-30/40** | **20-25/40** | | **0-19/40** |
| **Outlines what job involves on a day to day basis** | Able to illustrate in detail nature of occupation and a typical day. Excellent insight into nature of industry | Able to illustrate in detail nature of occupation, what someone in that occupation does on a daily basis, some insight into nature of industry | | Provides a richer description of the occupation than available in published occupational descriptions, such as highlighting examples of work performed | Provides a general or surface description of the occupation | | Does not provide more than a basic description of the occupation |
| **Describes trends within occupation or industry** | Excellent insight into nature of industry and possible trends and challenges | Very good insight into nature of industry and possible trends and challenges | | Good insight into nature of industry and possible trends and challenges | Some insight into nature of industry and possible trends or challenges | | Does not provide insight into nature of industry, possible trends or challenges |
| **Proposes future changes in technology** | Proposes creative, relevant and appropriate physical and virtual changes to the workplace | Able to imagine in some detail physical and virtual changes to the workplace | | Able to imagine physical and virtual changes to the workplace | Shows little imagination in describing physical and virtual changes to the workplace | | Does not provide description of physical and virtual changes to the workplace |
| **Analyses impact of changes in the workplace** | Provides an analysis of the possible impact several of the changes discussed in the readings may have on the industry/occupation in which you are interested | Summarises the possible impact several of the changes discussed in the readings may have on the industry/occupation in which you are interested | | Describes the impact the changes discussed in the readings may have on the industry/occupation in which you are interested | Generally refers to the impact the changes discussed in the readings may have on the industry/occupation in which you are interested | | Does not identify the impact of the changes discussed in the readings on the industry/occupation in which you are interested |
| **Reflects on challenges and opportunities for own career** | Deeply reflects on how you would prepare for such potential change | Reflects on how you would prepare for such potential change | | Describes how you would prepare for such potential change | Generally refers to how you would prepare for such potential change | | Does not identify how you would prepare for such potential change |
| **Overall clarity, presentation and referencing** | Writing is purposeful and focused. It holds the reader’s attention. It includes a strong beginning, middle and end with clear transitions and a focused closure. No or very minimal errors in spelling and punctuation. Correct use throughout of a recognised style of referencing in text and in reference list. | Each piece of writing makes sense. Paragraphs contain an appropriate level of detail. Writing includes a strong beginning, middle and end with some transitions and good closure. There are very few errors in spelling or punctuation. Minor errors only in use of a recognised style of referencing in text and in reference list. | | Each piece of writing makes sense. Paragraphs include some detail. Writing includes a beginning middle and end with a coherent closure. There are a few errors in spelling or punctuation. A few major errors in use of a recognised style of referencing in text and in reference list. | Pieces of writing do not clearly communicate knowledge. Writing is loosely organised. Transitions are weak or closure is ineffective. There are many errors in spelling or punctuation. Major errors in text and in reference list. | | Writing does not successfully communicate knowledge. Length is not appropriate. Many errors in spelling or punctuation. Does not use a recognised style of referencing or there are major errors in text and in the reference list. |