CAREER STORIES – The 'how to' guide

What to say - How to record - Engaging young people

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There are two styles of Career Stories on eBeacon. Contributors may choose to provide either, or both styles:

- **"Tale"** – a narrative style. Select the points you would like to talk about from the categories below. You don't have to address all sections. (Maximum 3 minutes duration)
- **"Topic"** – a brief intro, then discuss one of the points shown with a ★ (1-3 minutes duration)

Jot down some notes in the spaces provided below to prompt you during recording.

Introduce yourself:	
• Name • Business / organisation name • Title / Role	
Describe your role:	
• Work environment: Office/outdoors, remoteness, hot, dirty, colleagues/customers, hours, conditions, team/independent • Duties: physical, travel, typical day ★ • My job is 'x', I work in the 'x' industry sector ★ • What you like most / least about your job? • What future opportunities are there for you in this industry? • Provide examples of how you use different Learning Areas (subjects) in your role. ★ ie: "I use [Maths] every day in my job when I do [xyz] ". "Some of the things I studied in [English] are useful in my role, such as when I do [xyz]"	1. 2.
Education and Training pathway - What pathway/s did you follow to this career?	
• Apprenticeship/Traineeship • Year 12 completion • TAFE/VET qualification • University • Entry level employment • Entrepreneur	1. 2.

Career Journey - How did you get to your current role?	
• Inspiration • From your first job to now • Remote / regional background • Indigenous / Multi-cultural heritage • Mentors • Barriers • Favourite saying / quote • Message of encouragement / perseverance / resilience / hope • Subjects studied at school, other jobs/study • Triggers for change/decisions made • Career/industry changes along the journey • Additional study or training you have undertaken	1. 2.
What type of person is suited to this industry or role?	
• What personality or skills are most suitable? • What was your favourite subject at school? • To encourage young people to consider a career like yours, what would you say to them?	1. 2.
What work readiness tips would you like to pass on to the young people of Australia?	
• Attitude ★ • Conflict resolution ★ • Interview techniques ★ • Marketing yourself / personal brand ★ • What I wish I knew when I was in high school ★ (This is a good topic to end with)	1. 2.

Your career future:	
• What future opportunities are there for you in this industry? • What are your next steps/career goals?	1. 2.

Making your Career Story engaging for young people

- Be yourself! This will provide the most authentic tone and give a clear understanding of your journey.
- Wear work clothes.
- Have fun with it.
- Tell an anecdote related to your career journey.
- Where possible, show a little of your workplace and work equipment.
- Provide tips you would give to someone entering the workforce, or seeking a career in your industry/role.
- Think about a key message for your younger self.
- Speak from your passion and from your heart – be real.
- Consider including things associated with your work – environments and equipment help to bring your job to life.

How to record a Career Story

Career Stories can be recorded on your phone, digital camera or webcam (search 'camera' on your computer). We are striving for raw and authentic videos. Record the video in your work place if possible. If recording on a phone it is best to hold the phone in landscape position.

Please try to shoot videos in one go where possible to avoid any editing requirements. However, if this is not possible, please submit all parts of your Career Story at the same time.

Practical considerations:

- **Lighting** – beware harsh sunlight both indoors and out. Don't sit with the sun/window behind you as you will be hard to see in the video.
- **Noise** – if your workplace is noisy, consider filming a snippet in that environment but move somewhere quieter for most of your narrative. Beware of wind noise if filming outside.
- **Camera technique** – unless you are walking through your workplace, try to keep the camera still – prop it on a bookcase for instance. Do a short test and view it before recording your full story.
- **Time limit** - set a timer to keep you on track! If someone else is recording, ask them to give you a hand signal when your time is nearly up.
- **Intellectual Property/Privacy** – Authentic workplaces make great backdrops, however think about the background you are displaying and ensure there is no sensitive information visible on screens, walls or workspaces.
- **Consent** – ensure you provide Beacon with a signed *Participant Material Consent Form* for ALL people who appear in your video.