

Helping & Advising Activity Sheet

Careers in this area involve informing or helping people, often through advising, teaching, guiding or treating them. These industries revolve around people so you'll need to have an interest in their welfare, and an understanding and concern for others. Skills needed include being a good listener and communicator, the ability to provide advice, and being able to get along with people in different situations. Australian Apprenticeships training in these areas develops practical skills and also orientates people to working within a specific industry's processes and procedures.



Occupations in this area usually involve helping people.



Skills needed include listening and communication.



You might work with people who have medical conditions.

- Activity:**
- > This activity will focus on using the Helping and Advising work type to find apprenticeships and traineeships.
 - > This activity will take around 15 to 20 minutes.
 - > You can repeat the steps to find information on other Work Types, or in different Industry Groups or Areas of Interest.

The Steps

1. Open the **Work Type Explorer** from the Australian Apprenticeships Pathways website at aapathways.com.au/explorer.
2. If prompted, select a **Persona** and **State**.
3. Select the **Helping and Advising** work type.
4. Select an **Industry Group** that interests you. Record the title of the industry group you have chosen:

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5. From the **Areas of Interest** listed, record up to four that match your interests:

6. Select an Area of Interest to see a **list of occupations** that are included in this area. Record up to five occupation titles that interest you:

7. Occupation titles are listed under the course level that you would do as part of that apprenticeship or traineeship. Click on an occupation title to view its sample **Job and Training Description**. This describes a typical apprenticeship or traineeship in that area.

At the top of the sample Job and Training Description page you will see the occupation title, the course level and course name. Below this you will find a summary of training that you could do as part of the apprenticeship or traineeship.

8. The **Job Pathways Chart** on this page shows other occupations related to the one you are currently looking at. You can click on these to see the sample Job and Training Descriptions and related career pathways.

Looking at the **Job Pathways**, record another occupation you could get through an apprenticeship or traineeship in this area:

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