

# 1. Student Worksheet Video Questions: Education Farming

1. In the video, a person working in agriculture discusses their career. Identify their job title and using the PIEFA Career Paths in Agriculture Poster, explain which category of agriculture they work in (make sure you justify your reasoning).

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2. Identify their (the person being interviewed) favourite subject at school. Is there a connection between their favourite subject and what they currently do? Justify your answer.

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3. Describe how technology is used in the video.

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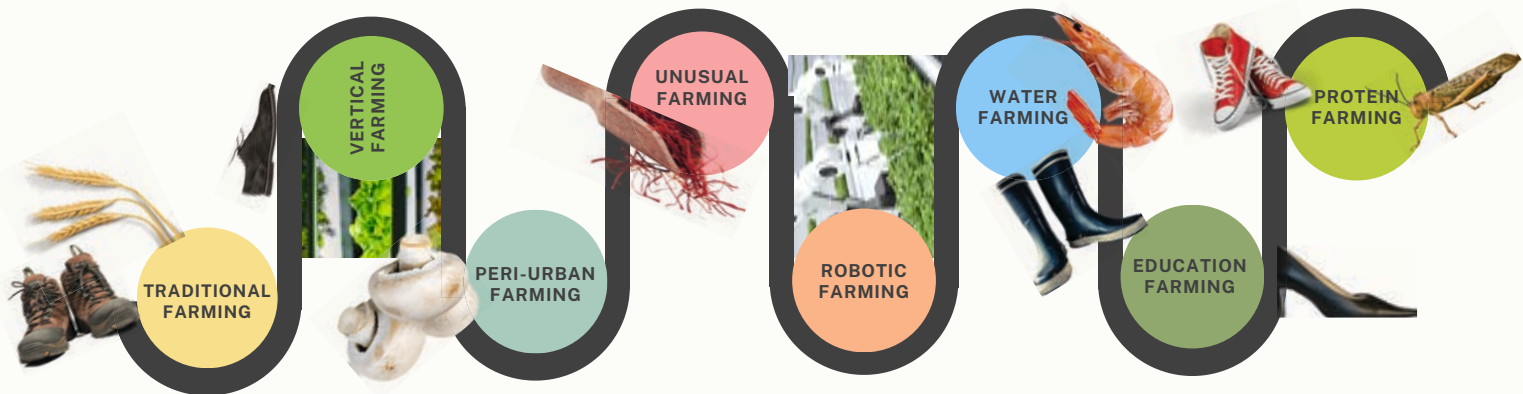


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*PIEFA's Storm and Flood Industry Recovery Program (SFIRP) is jointly funded by the Australian and NSW Governments under the Disaster Recovery Funding Arrangements. Although funding for this product has been provided by both Australian and NSW Governments, the material contained herein does not necessarily represent the views of either Government.*



4. There are often challenges when starting a new role. Identify the challenges a young person may face in the role and what strategies does the interviewee suggest to overcome the challenge

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5. Think about a situation at school, or when playing sport, at your part time job or at home where you were faced with a challenge. Describe the situation and explain how you overcame the problem.

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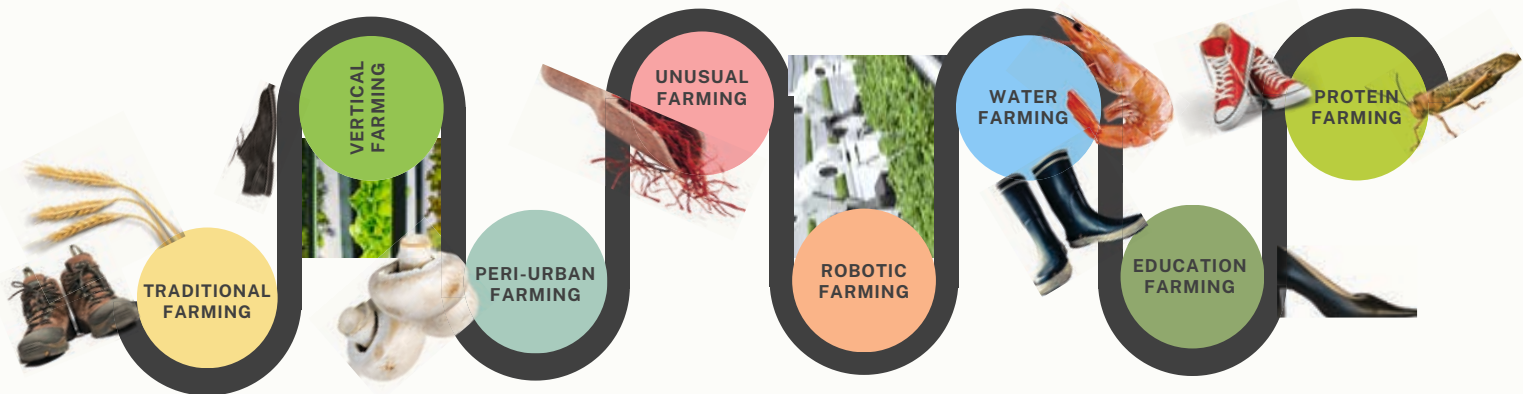
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6. In the video, the person being interviewed mentions the skills required for their role. Identify the skills and suggest how these skills help them in their role.

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7. Does this role promote sustainability in agriculture? Justify your answer.

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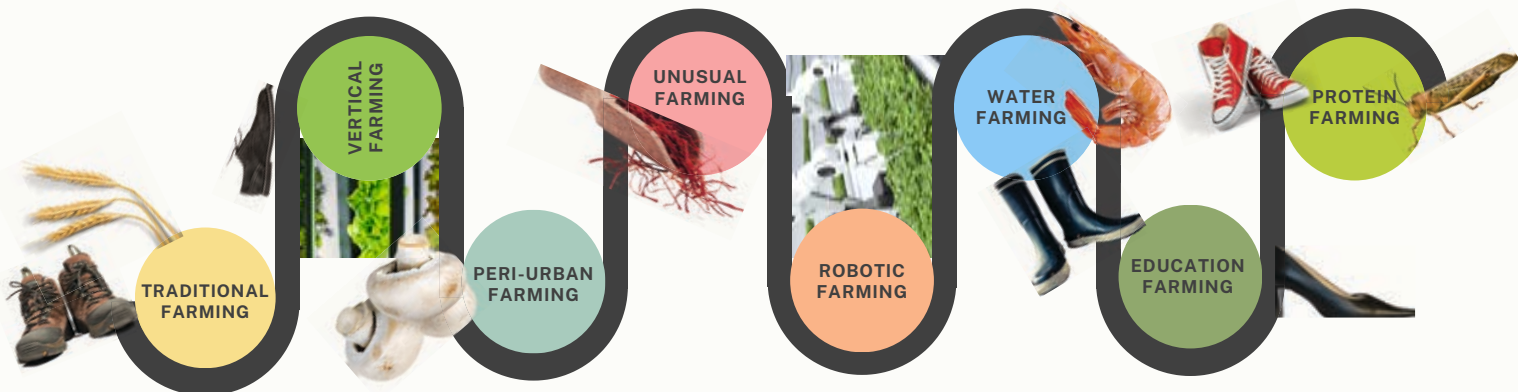
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## 2. Create a Job Description

A job description details the features of a role and is required when you want to advertise a job position. Select a career from one of the videos you watched and create a job description for this career. Use the following template from the [Australian Government Fair Ombudson Website](#) to write your job description. You will need to research your career to help you answer the questions in the template. [Career Harvest](#) could be a useful starting point.

PRINTABLE TEMPLATE JOB DESCRIPTION (Refer to page 12 of worksheets for electronic version)

JOB TITLE: (Write the name of the job role) For example, Receptionist

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JOB TYPE: (Write the type of employment) For example, Full-time; Part-time; Casual

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LOCATION: (Physical address the employee will work at. If the job requires travel, list the primary location) For example, Smithton office

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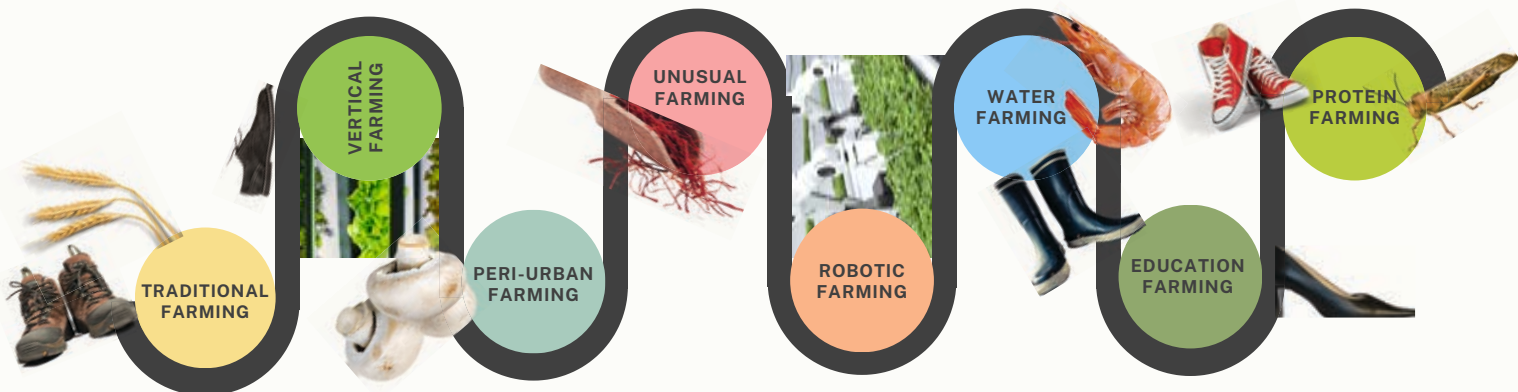
SUPERVISOR/MANAGER: (Who the employee will report to?)  
For example, Office Manager; Shift Supervisor

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MAIN DUTIES/RESPONSIBILITIES: (What are the duties and responsibilities of the position?)

For example,

- Coordinate and carry out all office administration, including reception, mail, couriers, greeting clients and filing
  - Maintain a clean and safe workspace, and abide by workplace health and safety policies
  - Other tasks as directed
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## 2. Create a Job Description

PRINTABLE TEMPLATE JOB DESCRIPTION  
 MAIN DUTIES/RESPONSIBILITIES continued

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### SKILLS & EXPERIENCE

Qualifications: (What qualifications, licenses or education level does the employee need?)

For example,

- Diploma or Certificate IV in Business Administration or relevant experience
- First aid certificate

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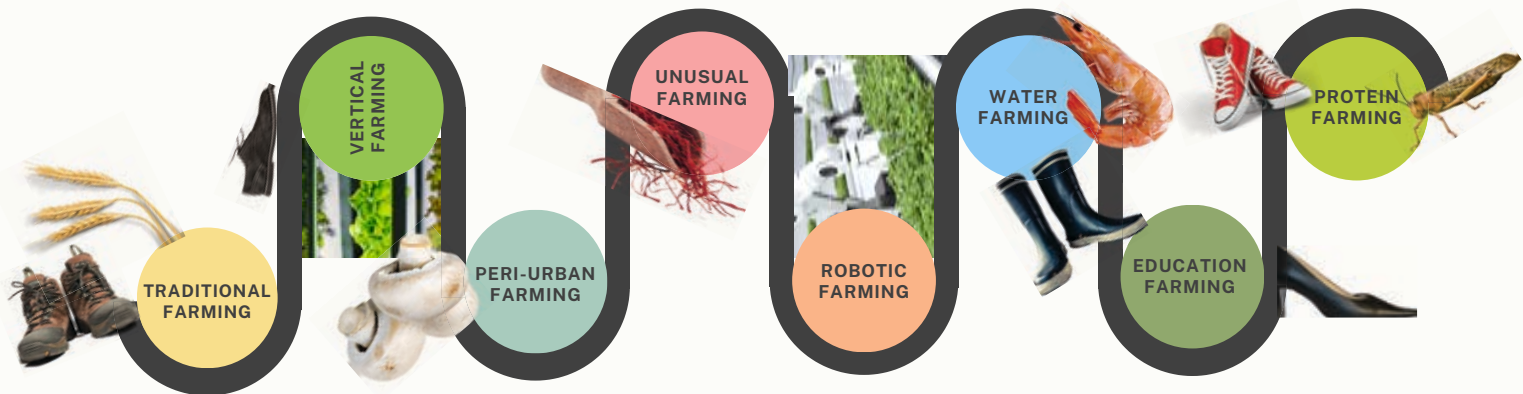
Experience: (What type and how much experience is needed?)

For example, 3 years experience in a similar role or industry

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## 2. Create a Job Description

### PRINTABLE TEMPLATE JOB DESCRIPTION

Skills: (What skills are needed for the job? Including any technical or interpersonal skills.)

For example,

- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
- Excellent verbal and written communication
- Organised and able to meet deadlines

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PERFORMANCE GOALS: (What level of performance do you expect from the employee?)

For example,

- Complete administration tasks on time
- Ensure office is clean and presentable at all times
- Deal with clients, suppliers and other employees professionally at all times

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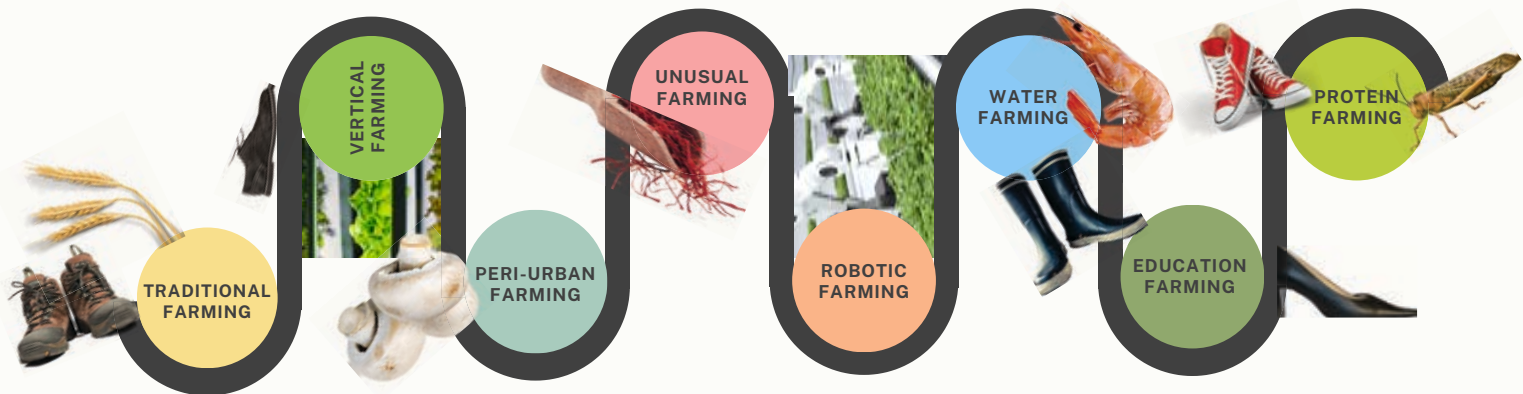
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### 3. Interview Question

Choose from one of the videos which role best matches your skills, experience and personality. Imagine you have been selected for an interview and explain to the interview panel why you would be a good candidate for this role.

1. Select your role:

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2. Explain what interests you about this role:

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3. Explain how your skills match this role:

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4. Describe how your work/ school experience(s) matches the role:

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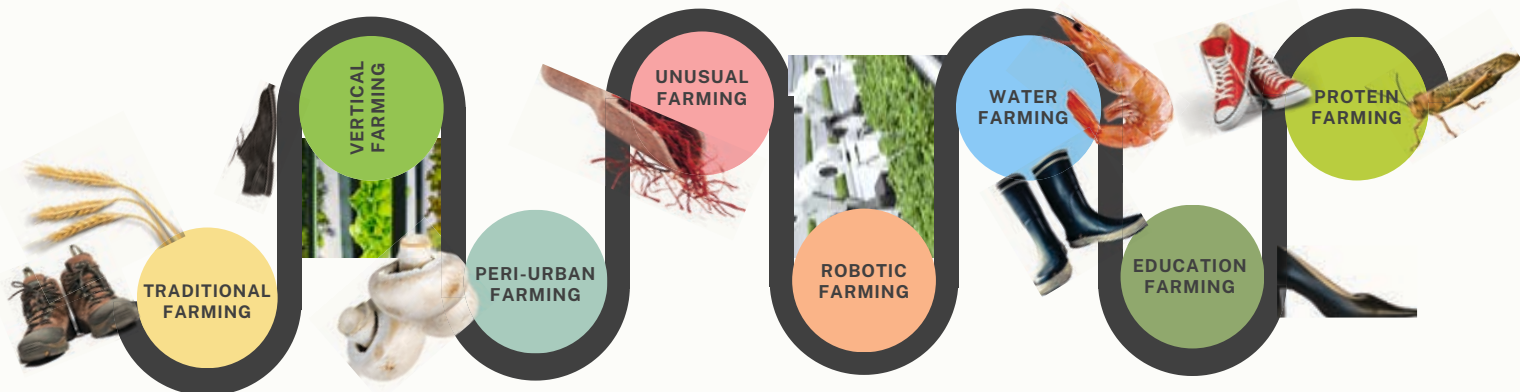
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## 2. Create a Job Description-Electronic version

A job description describes a job and is required when you want to advertise for a job position. Select a career from one of the videos you watched and create a job description for this career. Use the following template from the [Australian Government Fair Ombudson Website](#) to write your job description. You will need to research your career to help you answer the questions in the template. [Career Harvest](#) could be a useful starting point.

### TEMPLATE JOB DESCRIPTION

#### IMPORTANT

This template has been colour-coded to assist you to complete it accurately. You will replace the blue < > writing with what applies to your situation.

Example information is shown in purple writing to assist you and should be deleted once you have finished the ad.

JOB TITLE: <Role name> For example, Receptionist; Sales Assistant

JOB TYPE: <Type of employment> For example, Full-time; Part-time; Casual

LOCATION: <Physical address the employee will work at. If the job requires travel, list the primary location> For example, Smithton office

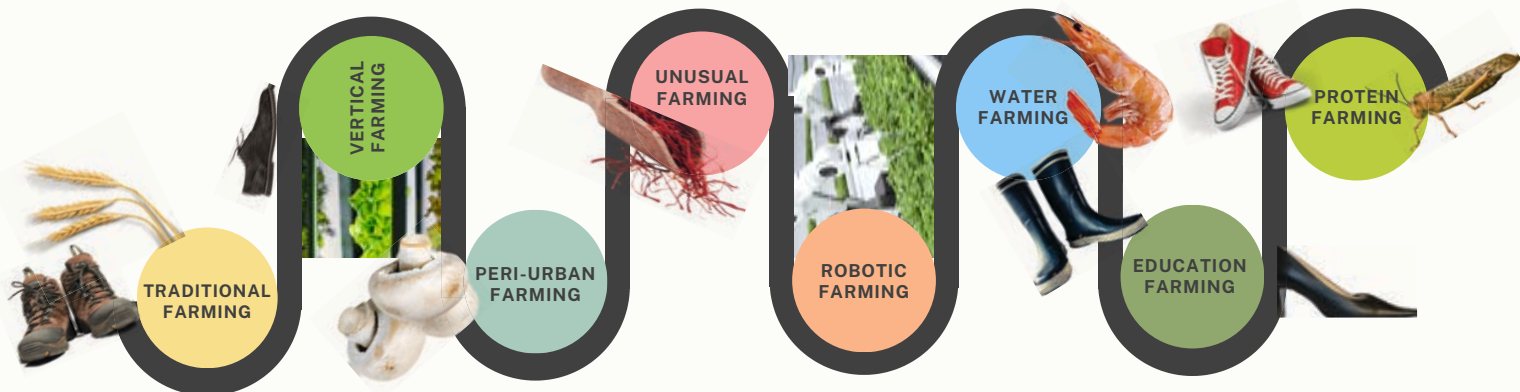
SUPERVISOR/MANAGER: <Who the employee will report to> For example, Office Manager; Shift Supervisor

MAIN DUTIES/RESPONSIBILITIES: <What are the duties and responsibilities of the position?>

For example,

- Coordinate and carry out all office administration including reception, mail, couriers, greeting clients and filing
- Maintain a clean and safe workspace, and abide by workplace health and safety policies and procedures
- Other tasks as directed





## SKILLS & EXPERIENCE

Qualifications: <What qualifications, licenses or education level does the employee need?>

For example,

- Diploma or Certificate IV in Business Administration or relevant experience
- First aid certificate

Experience: <What type and how much experience is needed?>

For example, 3 years experience in a similar role or industry

Skills: <What skills are needed for the job, including any technical or interpersonal skills?>

For example,

- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
- Excellent verbal and written communication
- Organised and able to meet deadlines

PERFORMANCE GOALS: <What level of performance do you expect from the employee?>

For example,

- Complete administration tasks on time
- Ensure office is clean and presentable at all times
- Deal with clients, suppliers and other employees professionally at all times

## ATTRIBUTION, CREDIT & SHARING



This resource was produced by **Primary Industries Education Foundation Australia (PIEFA)** as part of the **Storm and Flood Industry Recovery Program**. Primary Industries Education Foundation Australia's resources support and facilitate effective teaching and learning about Australia's food and fibre industries. We are grateful for the support of our industry and member organisations for assisting in our research efforts and providing industry-specific information and imagery to benefit the development and accuracy of this educational resource.



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