

Student name: _____ Date: _____

**Compare careers in relation to job tasks,
work environment, job availability and
educational requirements.**

Objectives:

- A. Define the terms “job tasks, work environment, and job availability.”
- B. Prepare a list of educational requirements for selected careers.
- C. Research career information about licenses and permits.
- D. Compare careers using educational requirements, job tasks, work environments and job availability.

MODULE 2B: INFORMATION SHEET

TO THE STUDENT: Read and study this information sheet and then complete the student activity at the end of this section.

What are job tasks?

A task is a single work assignment, which is independent of other actions and results in a valuable outcome. It must be observable, have a specific beginning and end, have several procedural steps and be able to be measured by its outcome. Once a set of tasks has been identified, the list becomes a basic tool used in work settings. The set of tasks a person performs makes up their “job” description.

The job description helps employers define duties and responsibilities. It can be used for hiring, training, performance evaluation and salary review. An example of a “job” is “Line Manager”. This job has several duties, which are the responsibility within the job. Each duty can have several major responsibilities, which are tasks.

Some examples of job tasks are listed below;

Job: *Automotive Technician*

Duty: Tire and Wheel Alignment Diagnosis and Repair

Tasks:

- _____ Diagnose steering problems
- _____ Diagnose tire wear problems
- _____ Determine needed repairs

Job: *Dental Assistant*

Duty: Sterilization

Tasks:

- _____ Prepare ultrasonic for disinfection
- _____ Place instruments in ultrasonic unit
- _____ Prepare instruments for autoclave

What is the “Work Environment?”

Work environment is used to define many aspects of the working conditions of a job. It can refer to the type of organization where the work takes place. Is it a small private company or a large organization? Work environment can also be used to describe the work hours, or the safety equipment used. The physical plant or surroundings also makes up the work environment. Is the job in a clean, pleasant setting or a dirty confined area? Is it indoors or outside? In many jobs people work 40 hours, usually Monday through Friday. There are other options available such as flexible work hours, or weekend and night shifts.

When selecting a job you should carefully examine the work environment to determine if it matches your expectations. It is necessary to find out if all safety standards set by the government are in place. If safety conditions are not met, steps should be taken to improve these conditions. Locating a job with a positive work environment is essential to job success. When you are happy with the working conditions, you will want to be at work, you will work harder and strive to help others achieve success.

The work environment should be safe and non-threatening. The employer should value employees and their contributions. They should be eager to enhance the quality of the workplace. Employers should also include definitive expectations and roles of each employee in the workplace.

Research is the key to finding a pleasant workplace environment. Determine what your expectations are and reach toward finding the work environment that suits you best.

Job Availability

Job availability refers to how many jobs will be open in each field based on current economic trends, political trends and technological changes. These trends are based on assumptions and no one can predict the availability of a job with certainty.

The job availability will determine how easy or hard will it be to get a job in your chosen field. It will also help to determine what geographic locations offer more job openings in the field selected.

One source that is frequently used to determine job outlook is the Occupational Outlook Handbook. This can be a useful guide to determine current trends.

Job availability is often described using the following terms:

- Grows much faster than average
- Grows faster than average
- Grow about as fast as the average
- Little change or grow more slowly than the average
- Decline

Educational Requirements

Each job requires a specific type of training or educational requirement. There are a variety of options you can choose from and a variety of methods to get the training needed.

Some jobs require very minimal educational requirements. A high school diploma or GED may not be needed. These jobs will probably be very low paying with little or no chance of advancement. Some jobs require high school, or postsecondary training. Other training options include postsecondary vocational schools, the Armed Forces, apprenticeship programs or on-the-job training. Generally, the more training or education a job requires, the greater benefits the job delivers.

Some of the educational categories are listed below:

High School Diploma or GED:

The individual satisfied the entire necessary educational requirement to graduate with a diploma. Vocational training can occur at a high school level.

Associate Degree:

The individual successfully completed two years of training at a post-secondary level.

Baccalaureate degree:

The individual completed four years of post-secondary education at a college or university.

Doctoral degree:

The individual completed three or more years of education at college or university beyond the baccalaureate degree.

Other types of educational requirements may include: certification, or licensure. These may include a set number of course hours and/ or examinations completed successfully. Many jobs require the certification or license be periodically updated to allow for current changes and trends in that field.

To explore occupational licenses and permits, go to:

<http://www.state.pa.us>

Select the Working in PA link.

Select Occupational licenses/permits.

Select Business Related Board.

MODULE 2B: STUDENT ACTIVITIES

TO THE STUDENT: After reading the above information sheet, complete the following activities.

Activity 1**Tasks of Your Job**

There are many tasks in a job. Some are very important to your success.

In column 1 below, list the core tasks of your job. These should be the tasks that are absolutely necessary for you to master because they are important for your employer.

In column 2, list the result that is expected for each task.

Core Job Task	Results Expected
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.

Activity 2

Work Environment

Select from the list below which are conditions of the work environment. Place an “X” next to those that are correct

- 1. ___ The office is a small, one-floor space with work stations that have computers.
- 2. ___ You are given two 15-minute breaks for coffee each day.
- 3. ___ The workers don’t invite you to lunch.
- 4. ___ You are required to wear safety goggles and boots.
- 5. ___ You have a high school diploma and several employees have college degrees.
- 6. ___ You are required to have a drug test.

Select one of the following careers and **circle** your choice. Next, list some factors for each of the work environment conditions.

- 1. Electrician 2. Nurse aide 3. Police officer 4. Roofers

A. Working Hours:

B. Physical Surroundings:

C. Physical Requirements

List three working conditions that exist on your job.

1. _____
2. _____
3. _____

Activity 3:

Using the Occupational Outlook Handbook, place the correct job availability term next to that job. The terms are:

- A. Grows much faster than average
- B. Grows faster than average
- C. Grow about as fast as the average
- D. Little change or grow more slowly than the average
- E. Decline

1. Respiratory Therapists _____
2. Plumbers _____
3. Sheetmetal Workers _____
4. Truck Drivers _____
5. Chefs, Cooks _____
6. Teacher Aides _____
7. Automotive Body Repairers _____
8. Farm Operators _____
9. Radio and Television Announcers _____

10. Concrete Masons _____

Activity 4

Match the following jobs to the educational requirements needed:

- A. Teacher _____ License
- B. Veterinarian _____ Baccalaureate degree
- C. Cosmetologist _____ Associate degree
- D. Medical Assistants _____ Certification
- E. Engineering Technicians _____ Doctorate
- F. ASE Auto Mechanic _____ On-the-Job Training

Activity 5

Using the skills acquired in the module, please select two careers and compare them using the four criteria discussed in this module.

Career #1:	Career #2:
Job Tasks:	Job Tasks:
Work Environment:	Work Environment:
Job Availability:	Job Availability:
Educational Requirements:	Educational Requirements:

MODULE 2B: STANDARDS ADDRESSED IN THIS MODULE

Pennsylvania’s Academic Standards for Career Education and Work

13.1.11. Career Awareness and Preparation

- A. Analyze career options based on individual interests, abilities, aptitudes, achievements, and goals.

Pennsylvania’s Academic Standards for Reading, Writing, Speaking and Listening (RWSL)

1.1.11. Learning to Read Independently

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.