

# Links To Life

## Links to Life Guide (Teachers)



**MIGHTY MINDS**  
Educational Consultants


Delivering Quality, Holistic, Personalised Learning.

# What is Links to Life?


Links to Life is a program designed by Mighty Minds that focuses on teaching the Core Skills for Work (CSfW), which have been identified by the QCAA as vital to students' future participation in the workforce and wider community. These are similar to employability skills, making the program relevant to all students as they approach the end of high school and look towards beginning university or a career.

## THE CORE SKILLS FOR WORK (CSFW)

### NAVIGATE THE WORLD OF WORK



- A. Manage career and work life
- B. Work with roles, rights and protocols

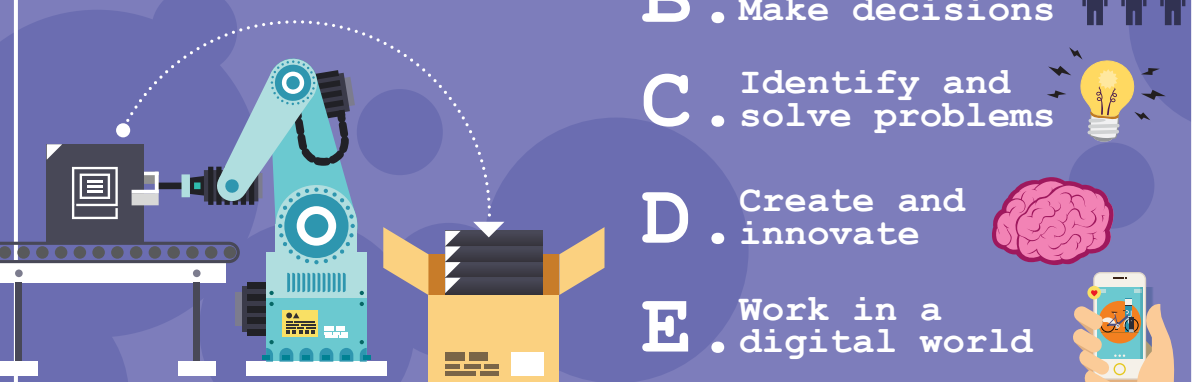


### INTERACT WITH OTHERS



- A. Communicate for work
- B. Connect and work with others
- C. Recognise and utilise diverse perspectives

### GET THE WORK DONE



- A. Plan and organise
- B. Make decisions
- C. Identify and solve problems
- D. Create and innovate
- E. Work in a digital world

## How is it structured?

This program addresses these skills across two units. Students can either complete one unit and earn one QCE point or complete both units and earn two QCE points. A more detailed structure, which outlines specific topics and workbooks, can be seen on the following two pages.

**Core Skills**

- Literacy
- Numeracy
- Visual Literacy
- Higher Order Thinking
- Effective Learning

UNIT ONE	Core Skills for Work (CSFW)									
Connecting With the World	Skill Cluster 1: Navigate the World of Work			Skill Cluster 2: Investigate With Others			Skill Cluster 3: Getting The Work Done			
	Manage Career and Work Life	Work With Roles, Rights & Protocols	Communicate For Work	Connect And Work With Others	Recognise & Utilise Diverse Perspectives	Plan And Organise	Make Decisions	Identify And Solve Problems	Create And Innovate	Work In A Digital World

TOPICS										
<b>1. Social Media</b>										
Being Social Media Savvy	<span style="color: green;">●</span>									
Social Media Footprint	<span style="color: green;">●</span> <span style="color: purple;">●</span> <span style="color: pink;">●</span>									
Social Media As A Business Tool	<span style="color: green;">●</span> <span style="color: blue;">●</span> <span style="color: purple;">●</span>									
Marketing Through Social Media	<span style="color: green;">●</span> <span style="color: blue;">●</span> <span style="color: purple;">●</span>									
Going Viral	<span style="color: green;">●</span> <span style="color: blue;">●</span> <span style="color: darkgreen;">●</span> <span style="color: purple;">●</span>									
From An Employer's Perspective	<span style="color: green;">●</span> <span style="color: darkgreen;">●</span> <span style="color: purple;">●</span>									
<b>2. Cyber-Safety</b>										
What Is Cyber Safety?	<span style="color: green;">●</span> <span style="color: purple;">●</span> <span style="color: blue;">●</span>									
Know Your Rights	<span style="color: purple;">●</span> <span style="color: green;">●</span>									
Stay Safe Tips	<span style="color: green;">●</span> <span style="color: purple;">●</span> <span style="color: blue;">●</span>									
Cyber-Crimes	<span style="color: purple;">●</span> <span style="color: green;">●</span>									
Netiquette	<span style="color: purple;">●</span> <span style="color: green;">●</span>									
Real Cases Of Cyber-Bullying	<span style="color: blue;">●</span>									
<b>3. Contracts</b>										
What Is A Contract	<span style="color: green;">●</span> <span style="color: darkgreen;">●</span> <span style="color: purple;">●</span>									
The Importance Of Contracts	<span style="color: green;">●</span> <span style="color: purple;">●</span>									
Mobile Phone Contracts	<span style="color: green;">●</span> <span style="color: purple;">●</span> <span style="color: pink;">●</span>									
Work Contracts	<span style="color: green;">●</span> <span style="color: purple;">●</span> <span style="color: pink;">●</span>									
Casual To Permanent Work	<span style="color: green;">●</span> <span style="color: purple;">●</span>									
Breaking Contracts	<span style="color: green;">●</span> <span style="color: purple;">●</span>									
<b>4. Media Manipulation</b>										
What Is Media Manipulation	<span style="color: green;">●</span> <span style="color: purple;">●</span>									
North Korea	<span style="color: green;">●</span> <span style="color: blue;">●</span> <span style="color: purple;">●</span>									
Media & Body Image	<span style="color: green;">●</span> <span style="color: blue;">●</span> <span style="color: purple;">●</span>									
Photoshop & Media	<span style="color: green;">●</span> <span style="color: blue;">●</span> <span style="color: purple;">●</span> <span style="color: darkgreen;">●</span>									
Media & Youth	<span style="color: green;">●</span> <span style="color: blue;">●</span> <span style="color: purple;">●</span>									
Media & Influences	<span style="color: green;">●</span> <span style="color: purple;">●</span> <span style="color: pink;">●</span>									

<b>1. Volunteering</b>										
Why Volunteer?	<span style="color: purple;">●</span> <span style="color: pink;">●</span>									
The Value of Volunteers	<span style="color: blue;">●</span> <span style="color: green;">●</span> <span style="color: purple;">●</span>									
Volunteering Locally	<span style="color: blue;">●</span> <span style="color: green;">●</span> <span style="color: purple;">●</span>									
Volunteering Overseas	<span style="color: green;">●</span> <span style="color: blue;">●</span> <span style="color: purple;">●</span> <span style="color: pink;">●</span>									
Volunteering Statistics	<span style="color: green;">●</span> <span style="color: blue;">●</span> <span style="color: purple;">●</span> <span style="color: pink;">●</span>									
The Power Of Volunteerism	<span style="color: green;">●</span> <span style="color: blue;">●</span>									
<b>2. Networking</b>										
Understanding Networking	<span style="color: green;">●</span> <span style="color: purple;">●</span> <span style="color: darkgreen;">●</span> <span style="color: blue;">●</span>									
Domestic vs International	<span style="color: green;">●</span> <span style="color: purple;">●</span> <span style="color: darkgreen;">●</span>									
Approachability	<span style="color: green;">●</span> <span style="color: purple;">●</span>									
How, What and When to Ask	<span style="color: green;">●</span> <span style="color: purple;">●</span> <span style="color: darkgreen;">●</span>									
Building A Client Base	<span style="color: green;">●</span> <span style="color: purple;">●</span> <span style="color: darkgreen;">●</span>									
Product vs Service Networking	<span style="color: green;">●</span> <span style="color: purple;">●</span> <span style="color: blue;">●</span>									
<b>3. Equality &amp; Anti-Discrimination</b>										
What is Discrimination	<span style="color: green;">●</span> <span style="color: darkgreen;">●</span> <span style="color: purple;">●</span> <span style="color: pink;">●</span>									
Workplace Discrimination	<span style="color: green;">●</span> <span style="color: darkgreen;">●</span> <span style="color: purple;">●</span>									
Discrimination With Customers	<span style="color: purple;">●</span> <span style="color: green;">●</span>									
How To Handle Discrimination	<span style="color: green;">●</span> <span style="color: darkgreen;">●</span> <span style="color: purple;">●</span>									
Consequences Of Discrimination	<span style="color: green;">●</span> <span style="color: purple;">●</span> <span style="color: pink;">●</span>									
Benefits Of Diversity	<span style="color: green;">●</span> <span style="color: purple;">●</span> <span style="color: blue;">●</span> <span style="color: purple;">●</span> <span style="color: pink;">●</span>									
<b>4. Global Considerations</b>										
Cultural Contexts	<span style="color: purple;">●</span> <span style="color: darkgreen;">●</span> <span style="color: green;">●</span> <span style="color: purple;">●</span>									
The Economy	<span style="color: purple;">●</span> <span style="color: pink;">●</span> <span style="color: blue;">●</span> <span style="color: green;">●</span>									
100 People	<span style="color: purple;">●</span> <span style="color: purple;">●</span> <span style="color: green;">●</span>									
Government Regulations	<span style="color: purple;">●</span> <span style="color: green;">●</span> <span style="color: pink;">●</span>									
Sustainability	<span style="color: purple;">●</span> <span style="color: purple;">●</span> <span style="color: green;">●</span>									
Working In A Digital Age	<span style="color: purple;">●</span> <span style="color: green;">●</span> <span style="color: blue;">●</span>									

MEDIA

THE WORLD BEYOND OUR OWN

**Core Skills**

- Literacy
- Numeracy
- Visual Literacy
- Higher Order Thinking
- Effective Learning

UNIT TWO	Core Skills for Work (CSfW)									
Preparing for Work	Skill Cluster 1: Navigate the World of Work		Skill Cluster 2: Investigate With Others			Skill Cluster 3: Getting The Work Done				
	Manage Career and Work Life	Work With Roles, Rights & Protocols	Communicate For Work	Connect And Work With Others	Recognise & Utilise Diverse Perspectives	Plan And Organise	Make Decisions	Identify And Solve Problems	Create And Innovate	Work In A Digital World
TOPICS										

**WORKPLACE ESSENTIALS**

<b>1. Time Management</b>										
Self-Motivation	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>							
Methods of Management	<span style="color: purple;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>							
Goal Setting	<span style="color: pink;">●</span>	<span style="color: purple;">●</span>	<span style="color: green;">●</span>	<span style="color: darkgreen;">●</span>						
Prioritising	<span style="color: purple;">●</span>	<span style="color: darkgreen;">●</span>	<span style="color: purple;">●</span>							
Motivating Others	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>							
Working Smarter	<span style="color: pink;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>							
<b>2. Entering The Workforce</b>										
Understanding Your Context	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>							
Doing Your Research	<span style="color: purple;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>							
Looking For A Job	<span style="color: pink;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: blue;">●</span>						
Selling Yourself On Paper	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>							
Interviewing	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>							
Valued Skills Across The Board	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>							
<b>3. Etiquette In The Workplace</b>										
The Importance Of Etiquette	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>							
The Dos and Don'ts	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>							
Etiquette In Communication	<span style="color: purple;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>							
Resolving Issues In The Workplace	<span style="color: darkgreen;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>							
Business vs Casual	<span style="color: darkgreen;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>						
International Business Etiquette	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>							
<b>4. Leadership</b>										
What Makes A Good Leader?	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>	<span style="color: green;">●</span>							
Self-reflection	<span style="color: purple;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>							
Conflict Resolution	<span style="color: purple;">●</span>	<span style="color: green;">●</span>	<span style="color: blue;">●</span>							
Taking Responsibility	<span style="color: darkgreen;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>							
Developing Good Judgment	<span style="color: purple;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>							
World Leaders	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>							

**LIFE WELLNESS**

<b>1. Health And Wellbeing</b>										
Work-life Balance	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>							
Dealing With Pressure	<span style="color: darkgreen;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>						
Health And Your Performance	<span style="color: darkgreen;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>						
Responding To Feedback	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>							
Gauging Workplace Relationships	<span style="color: darkgreen;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>							
Promotions & Redundancies	<span style="color: green;">●</span>	<span style="color: darkgreen;">●</span>	<span style="color: purple;">●</span>							
<b>2. Workplace Risk Taking</b>										
What is Risk Taking?	<span style="color: purple;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>							
Evaluating Risks	<span style="color: green;">●</span>	<span style="color: darkgreen;">●</span>	<span style="color: purple;">●</span>							
Ethical Dilemmas	<span style="color: purple;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>							
Occupational Health & Safety	<span style="color: darkgreen;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>							
The External Environment	<span style="color: darkgreen;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>						
Risks As A Boss	<span style="color: darkgreen;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>						
<b>3. Moving Out</b>										
Things To Consider	<span style="color: green;">●</span>	<span style="color: blue;">●</span>	<span style="color: purple;">●</span>							
Setting A Budget	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>	<span style="color: green;">●</span>							
How To Rent A Place	<span style="color: green;">●</span>	<span style="color: blue;">●</span>	<span style="color: purple;">●</span>							
Penny Saving	<span style="color: green;">●</span>	<span style="color: blue;">●</span>	<span style="color: purple;">●</span>							
Room Mates	<span style="color: green;">●</span>	<span style="color: blue;">●</span>	<span style="color: purple;">●</span>							
Survival List	<span style="color: green;">●</span>	<span style="color: blue;">●</span>	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>						
<b>4. Support Groups</b>										
Talking To A Counsellor	<span style="color: purple;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>							
Are You Okay?	<span style="color: darkgreen;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>							
Beyond Blue	<span style="color: purple;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>							
Butterfly Foundation	<span style="color: purple;">●</span>	<span style="color: green;">●</span>	<span style="color: purple;">●</span>							
The Role Of The Unions	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: darkgreen;">●</span>							
Financial Support	<span style="color: green;">●</span>	<span style="color: purple;">●</span>	<span style="color: purple;">●</span>							

## How long does it take?

Mighty Minds recommends allowing 55 hours per unit or 110 hours for both units, making the Links to Life program ideal to begin in Year 11 and continue until the end of Year 12. However, students can commence the program at any point during the school year. For a slower pace, students could commence the program in Year 10.

Keep in mind that this schedule is flexible. Some students may need less time and some work can be completed outside school hours as homework. Intensive days are another option, during which students could complete multiple workbooks in a single day.

## How is it delivered?

It is most common for the Links to Life coordinator to decide which lessons will be taught and then the teachers deliver the program. However, other school staff members, such as guidance counsellors or chaplains, can also deliver the content.

Portal accounts for students and teachers will be set up by Mighty Minds in advance with information provided by the Links to Life coordinator. Teachers must then download the relevant workbooks from the Mighty Minds portal and instruct students to do the same. Alternatively, teachers can download the workbooks and upload them to the school's shared folder. This may be more convenient than asking all students to log into the portal. It is recommended that teachers only download lessons as they are needed, as regular updating means that workbooks downloaded early may be out of date. Students can also download the Mighty Minds Assistant app to access extra content related to the course. This content includes articles and videos that explore the topics covered in Links to Life in more depth.

Delivery of the Links to Life program is simple. Teachers are expected to run the lessons, discuss the content with students and help students to complete the workbooks. Students can complete the workbooks on computers or tablets, and then email them to their teacher. At the completion of a unit, teachers will be asked to provide a grade from A-E to reflect the overall quality of each student's workbook. However, these workbooks do not have to be submitted to Mighty Minds. All other assessment is marked by Mighty Minds and students' final scores are also calculated by Mighty Minds.

## How is it assessed?

Students' results are determined by their workbooks (48 per unit), online tests (4 per unit) and an online assessment (1 per unit). It is recommended that students complete each relevant online test after they have finished the workbooks on the topics that the test covers. They should then complete the online assessment after they have completed all 48 workbooks and all 4 online tests. None of the online components are timed, allowing students as much time as necessary to complete the tests and assessments. If students do not pass a test, they can re-sit it at a later date after further revision (for a fee). The final grade will be calculated based on each result for the online tests, each result for the online assessment and a single, overall grade for all of the workbooks as a group.

Please note that only the Links to Life coordinator is able to assign the online exams and assessment to students.

## Further Information

Any questions or technical issues can be directed to the Links to Life coordinator at Mighty Minds who can be contacted at **(07) 5689 1086** or [portal@mightyminds.com.au](mailto:portal@mightyminds.com.au). Alternatively, teachers can speak to the Links to Life coordinator at their school.