

VCAL provider name: Rochester Secondary College

VCAL unit name: Personal Development Skills

VCAL unit level: Intermediate Unit 1

Overview of the assessment task and the project/theme it is linked to:

Student is working in a small group to plan and organise a FReeZA music event to be held in Rochester. FReeZA enables young people to participate in community life through leading the planning, development and delivery of music and cultural events. Four students have formed a FReeZA committee and (successfully) applied for a \$2,500 grant to run the event. The committee is responsible for all aspects of the event including the budget, security, promotion and tickets, booking of bands and audio gear, food and water, and risk management.

Student roles and responsibilities in relation to the task:

- Form a committee to apply for FReeZA funding.
- Work with committee members, a representative of Shire of Campaspe and VCAL teacher to plan and organise FReeZA event including management of budget, venue, security, promotion and tickets, booking of bands, audio gear, risk management, food and drink. (See attached “BAND OFFER” sheets for detail of project)
- Run event and evaluate

Level of teacher support:

- Letting students know about available FReeZA funding and assistance with application process.
- Ongoing support with regard to brainstorming, action planning, communication/active listening, community contacts, teamwork and negotiation skills.
- Assistance on night of event.

Evidence of successful completion of the assessment task to be collected for the student portfolio includes:

Brainstorm of event, action plan and timeline, minutes from regular committee meetings, photographs, copies of e-mails (eg to bands), newsletter/newspaper articles etc.

(Please indicate the Learning Outcome/s to be demonstrated by this evidence)

Student Evidence (refer to Portfolio of Evidence in section 1)	LO 1	LO2	LO 3	LO4	LO5	LO6	LO7	LO8
Brainstorm of ideas, action plan & timeline	✓	✓		✓	✓			
Goal sheets (time use record)	✓	✓	✓	✓				
Minutes from weekly meetings	✓	✓	✓	✓	✓			
Documentation of e-mails, letters, phone calls etc.	✓	✓	✓	✓	✓			
Photographs and publicity of event	✓	✓	✓		✓			

Teacher name: Riccy Jamieson

Date: 19/4/06

Assessment Template: Personal Development Skills Intermediate Unit 1

Learning outcome 1

Plan and organise a complex activity.

Description of what the student will be required to do in order to demonstrate successful completion of the learning outcome:

- 1.1 Apply for FReeZA funding and include copy of application in portfolio
Organisation of FReeZA event “Drowning the Dry” (including action plan/timeline)
Include a copy of minutes from weekly meetings
Documentation of e-mails, phone calls etc.
- 1.2 Working with Youth Development Officer at Shire of Campaspe (Vanessa Bragg)
– photos of group meetings
Copy of letter sent to stakeholders seeking sponsorship support
- 1.3 Ongoing discussion about group issues as they arise – documentation of these.
- 1.4 Successful running of “Drowning the Dry” accompanied by school newsletter/local newspaper articles

Assessment criteria

The assessment criteria are demonstrated when the student can:

- 1.1 Plan, organise and carry out a project or activity involving a number of steps and processes and three or more people.
- 1.2 Identify and use support systems related to an activity or project goal.
- 1.3 Identify values which influence individual behaviour and motivation in group situations.
- 1.4 Carry out the activity or project to completion.

Learning outcome 2

Demonstrate self management skills for goal achievement.

Description of what the student will be required to do in order to demonstrate successful completion of the learning outcome:

- 2.1 Completion of action plan (including contingency plans) and timeline for completion of project
- 2.2 Participation in, and recording of, weekly meetings.
Copy of certificate from participation in FReeZA training day
- 2.3 Discussions of differences of opinion amongst committee members and strategies for overcoming problems.
- 2.4 Using identified stress management strategies (above). Reflection on strategies
Photos of participation in stress relieving exercises with guest speaker.

Assessment criteria

The assessment criteria are demonstrated when the student can:

- 2.1 Use time management strategies to achieve goals.
- 2.2 Facilitate processes and procedures for achieving a goal.
- 2.3 Identify sources, types and symptoms of stress.
- 2.4 Utilise stress management strategies.

Learning outcome 3

Demonstrate knowledge, skills and abilities in the context of an activity or project.

Description of what the student will be required to do in order to demonstrate successful completion of the learning outcome:

- 3.1 Copy of completed application for FReeZA funding
Action plan
- 3.2 Completion of communication checklist
- 3.3 Action plan for completion of project including use of Youth Development Officer for Advice/support.
Copy of FReeZA checklist included in portfolio
- 3.4 Photos of participation in FReeZA training day
- 3.5 Production of portfolio that shows effective communication, time management, problem solving skills etc.

Assessment criteria

The assessment criteria are demonstrated when the student can:

- 3.1 Identify the scope and requirements of the activity.
- 3.2 Use observation to implement strategies to improve self-performance.
- 3.3 Establish a plan to achieve a learning goal involving a peer or adult mentor.
- 3.4 Contribute to the quality of outcomes within the activity or project.
- 3.5 Identify transferable knowledge and skills gained for future voluntary or paid work.

Learning outcome 4

Describe leadership skills and responsibilities.

Description of what the student will be required to do in order to demonstrate successful completion of the learning outcome:

- 4.1 Completion of activities on leadership styles
- 4.2 As above
- 4.3 Letters to bands and promotion of “Drowning the Dry” (See attached letter)
- 4.4 Discussions/observations and notes on importance of communication skills etc.
- 4.5 Table showing how committee has distributed roles/duties amongst individuals for successful completion of project (eg band management, sponsorship, venue hire, security etc.)

Assessment criteria

The assessment criteria are demonstrated when the student can:

- 4.1 Describe the characteristics of people in leadership roles.
- 4.2 Distinguish between different leadership styles.
- 4.3 Identify methods for motivating others.
- 4.4 Identify interpersonal skills that are used by people in leadership roles.
- 4.5 Identify the responsibilities of a group leader.

Learning outcome 5

Utilise interpersonal skills to communicate ideas and information.

Description of what the student will be required to do in order to demonstrate successful completion of the learning outcome:

- 5.1 Facilitate design and printing of posters for “Drowning the Dry”; pasting up of posters etc.
Copy of poster included in portfolio.

Documentation showing phone calls/e-mails to bands; writing and sending of letters seeking sponsorship; seeking quotes for equipment hire/security etc; newsletter/paper articles after event etc.
- 5.2 Minutes from weekly meetings/discussions.
- 5.3 Teacher facilitated discussions of problems as they arise.
- 5.4 Minutes from participation in weekly meetings
- 5.5 Verbal and written reflection and evaluation of overall project, including self reflection on communication skills, time management, planning and organising skills, problem solving skills etc.

Copy of required FReeZA evaluation of event sheet (requirement of funding)

Assessment criteria

The assessment criteria are demonstrated when the student can:

- 5.1 Apply communication skills in a range of social contexts.
- 5.2 Use interpersonal communication skills to resolve a conflict.
- 5.3 Identify causes of communication breakdowns.
- 5.4 Participate in a public debate that requires expression of an opinion to others.
- 5.5 Apply active listening skills to facilitate understanding.

10/3/06

To who it may concern,

We are writing on behalf of the Rochester "XPLOSIVE" Committee. We are a group of young people from Rochester Secondary College who have formed to seek FReeZA funding. As you are probably aware, FReeZA enables young people to participate in community life through leading the planning, development and delivery of music and cultural events. FReeZA events are held in safe and secure environments that are drug and alcohol free. Rochester, like many other parts of Victoria is under increasing pressure as a result of the drought. The financial pressure this creates on families, coupled with our rural location, means that young people in the area have fewer and fewer options for amusement. To put it bluntly, there is little to do here but drink and smoke.

The XPLOSIVE Committee has formed in an effort to combat this. We have applied for FReeZA funding to assist us in holding a music/cultural event in our town. Our aim is to provide relief from the drought by giving young people a night to enjoy themselves while listening to great music! The name for our event is "DROWNING THE DRY." We are hoping to secure a headline act to be supported by local Rochester bands. Having local bands will provide an opportunity for the towns talent to be showcased. This event will bring the community together and give us the opportunity to celebrate our town by being proud of ourselves and where we live.

We are responsible for organising all aspects of the event - including the budget, security, promotion and tickets, booking of bands and audio gear, food and water, and risk management. We are committed to showing strong leadership by taking on the responsibility of organising the event and we are sure that the result will a wonderful night full of great music and fun.

Our concern is, however, that attracting a headline act to Rochester will be difficult. You of course are our first choice - both for your fantastic music and the large crowd you are sure to attract. Our other concern is that FReeZA grant funding is only to the value of \$2,500 this year. This money is needed to cover costs of everything - from the venue to security, sound and lighting, food and drink to promotions and paying bands.

Before you shake your head and prepare yourself for replying with a 'no', we ask you to consider the positive impact that you and your band could have on our town, the people within it and our ability to do something positive for a part of rural Victoria that is suffering very real effects of the drought. We are including here ideas and possibilities - one of which we are hoping you feel is an appropriate option for you to offer your support. Or if you have any suggestions of your own please feel free to contact us. We would work in with any date after June 2006.

PROPOSED IDEAS FOR ROCHESTER "DROWNING THE DRY"

1. My Left Boot perform for FREE!!
2. My Left Boot perform for FREE with fuel/food costs etc. covered
3. My Left Boot perform for minimum cost

Please note: it is our intention that we approach local businesses for donations and sponsorship to ensure that you would be accommodated in the town.

We are planning to donate any profits made to

- Our local drought relief fund
- Rochester Secondary College's new music program

We are determined to make "DROWNING THE DRY" are a success and hope that you will play a vital role in making it so. Please feel free to contact us on any of the below should you have any further questions.

We thank you for taking the time to consider our request.

Kylie Fairbairn

Rhyanna Trist

Riccy Jamieson

XPLOSIVE FReeZA COMMITTEE

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