

**VCAL provider name: Heywood & District Secondary College**

**VCAL unit name: Work Related Skills**

**VCAL unit level: Intermediate Unit 2**

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

Work Related Skills (WRS) Unit 2 will be undertaken following the completion of WRS Unit 1. Students will undertake Structured Workplace Learning (SWL) with the aim of further developing their employability skills and refining their career goals and pathways planning. Their work placement will take place each Tuesday.

Students will be introduced to the concept of generic employability skills/competencies and goal-setting strategies. They will provide evidence of completing workplace tasks and unit outcomes through regular logbook entries, worksheets, PowerPoint presentation, class discussion and reflection.

Students will have an opportunity to participate in a 'Work Skills Workshop' at Portland Aluminium.

***Student roles and responsibilities in relation to the task:***

Students will be required to:

- Complete pre-SWL classroom activities.
- Actively participate in the organisation of their own work placement and accompanying paperwork.
- Attend SWL each Tuesday, mindful of considerations such as punctuality and generic employer expectations.
- Maintain an up-to-date logbook, detailing tasks completed and personal reflections.
- Complete and deliver a 12-slide PowerPoint presentation.
- Submit completed worksheets and contribute to class discussion.
- Attend 'Work Skills Workshop' at Portland Aluminium. (Emphasis on problem-solving & teamwork)

***Level of teacher support:***

- Provision of pre-placement activities, resources, worksheets relevant to learning outcomes and opportunities for class discussion.
- Facilitate the planning for and selection of an appropriate workplace and completion of the required commencement forms.
- Assistance with ICT and literacy skills where required (PowerPoint, logbooks, forms, worksheets etc).
- Regular and on-going assessment of individual student progress.
- Visit student during SWL placement

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

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

<b>Student Evidence</b> (refer to Portfolio of Evidence in section 1)	<b>LO 1</b>	<b>LO2</b>	<b>LO 3</b>	<b>LO4</b>	<b>LO5</b>	<b>LO6</b>	<b>LO7</b>	<b>LO8</b>
Work placement documentation	√							
Pre-placement activities		√						
PowerPoint presentation	√		√					
Oral presentation (Ppt)			√					
Worksheets (2-6)		√	√	√	√	√		
WRS logbook		√	√	√	√	√		
Evidence from site visit/employer report				√	√	√		
Teacher Checklist (participation/progress)	√	√	√	√	√	√		
Work Skills Workshop Certificates				√		√		

**Teacher name: Alice Taylor**

**Date: 7/4/06**

**Assessment Template: Work Related Skills Intermediate Unit 2**

**Learning outcome 1**

Collect, analyse and organise information for a work-related goal.

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

- Take an active role both in seeking SWL and completing the required paperwork. (1.1, 1.2, 1.4)
- Use their SWL as the basis for the completion of a comprehensive PowerPoint presentation (12 + slides). They will need to access and provide information which will cover topics such as OH&S, Maths in the workplace and problem-solving. Include photographic evidence where possible. (1.1,1.2)
- Categorise PowerPoint information into sub-headings and complete a minimum of 12 slides. (1.3)
- Check information for accuracy and clarity of meaning before presenting it to the class. (1.4)

**Assessment criteria**

The assessment criteria are demonstrated when the student can:

- 1.1 Establish the information needs of the work-related goal.
- 1.2 Access and record information from a variety of work-related sources.
- 1.3 Select categories or structures by which to organise information relevant to the work-related goal.
- 1.4 Check information for relevance, accuracy and completeness.

**Learning outcome 2**

Plan and organise activities for a work-related goal.

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

- Keep a Logbook with regular entries including details of tasks performed, employer comments/signatures and personal reflection.(2.1,2.2, 2.3)
- Take part in pre-placement discussion/activities on goal-setting, employer expectations and student responsibilities.(2.1, 2.2)
- Reflect on SWL preparation, performance and areas for improvement. (worksheet)( 2.3)

**Assessment criteria**

The assessment criteria are demonstrated when the student can:

- 2.1 Manage self in the process of achieving a work-related goal.
- 2.2 Establish effective priorities for own work.
- 2.3 Recognise ways to improve or enhance quality of outcomes, work processes and own performance related to achieving a goal.

### Learning outcome 3

Communicate ideas and information for a work-related goal.

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

- Through class discussion, identify various forms of communication relevant to the workplace and explain their significance.(3.1)
- Document at least 5 examples of different tasks completed during SWL, where clear and coherent communication was vital and reflect on own performance in this regard. (logbook and worksheet) (3.2, 3.3)
- Present PowerPoint and participate in regular class discussion of SWL experiences and reflections with peers. (3.1, 3.2, 3.3)

### Assessment criteria

The assessment criteria are demonstrated when the student can:

- 3.1 Adapt ideas and information to a work-related goal.
- 3.2 Establish and convey clearly a range of different ideas and information.
- 3.3 Revise communication using feedback.

### Learning outcome 4

Work with others and in teams to achieve a work-related goal.

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

- Through logbook entries, employer comments and worksheet responses, provide examples of involvement in team activities and comment on their understanding of individual roles, responsibilities and timeframes. (4.1, 4.2, 4.3)
- Reflect on successful and/or unsuccessful teamwork. Evaluate own role in process. (Logbook and worksheet) Share reflection with peers during class discussion. (4.4)
- Attend Work Skills Workshop and participate in teamwork activities.(4.1 – 4.4)

### Assessment criteria

The assessment criteria are demonstrated when the student can:

- 4.1 Identify roles and responsibilities of others and self in achieving the outcomes of a work-related goal.
- 4.2 Organise procedures and timeframes to take account of different roles and responsibilities.
- 4.3 Work with others to achieve work-related goals and objectives.
- 4.4 Review completed activity to ensure planned outcomes have been achieved.

### Learning outcome 5

Use mathematical ideas and techniques for a work-related goal.

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

- Discuss and identify the types of workplace tasks which require Mathematics. (5.1)
- Keep logbooks up to date. Record workplace tasks undertaken which require mathematical calculations. (5.1)
- Select a SWL example to sequence eg replenishing a vegetable stand in a supermarket – ascertain stock left on display, calculate amount of replacement stock needed, calculate weight & price, change shelf prices if required. Check job on completion eg adequate amount of stock, right price. (5.2, 5.3, 5.4)
- Reflect on consequences of errors in mathematical calculations.(logbook, worksheet, discussion) (5.4)

### Assessment criteria

The assessment criteria are demonstrated when the student can:

- 5.1 Investigate work activities within a work-related goal to identify relevant mathematical ideas and techniques.
- 5.2 Select, sequence and apply the relevant mathematical ideas and techniques to the task.
- 5.3 Communicate the relevant mathematical outcomes of the activity.
- 5.4 Reflect on the results and check that the answer fits in the work context.

### Learning outcome 6

Solve problems for a work-related purpose.

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

After completing and discussing 'Problem-solving & Conflict' worksheet:

- Identify SWL instances where a problem occurred in relation to a workplace task or process. (6.1)
- Record how one of these problems was worked through and solved. (6.2)
- Reflect on what has been learnt from the experience, evaluating possible areas for improvement. (6.3)
- Attend Work Skills Workshop and participate in problem-solving activities. (6.1 – 6.3)

### Assessment criteria

The assessment criteria are demonstrated when the student can:

- 6.1 Identify a problem associated with a work-related outcome or process.
- 6.2 Apply appropriate processes to solve a work-related problem.
- 6.3 Reflect on processes and outcomes for improvement to workplace performance.