**STAGE 2 WORKPLACE PRACTICES**

**Performance: Vocational Learning/VET Performance and Portfolio**

**ASSIGNMENT 4**

**Purpose**

This task enables you to develop and apply skills that are relevant to the world of work by participating in a work related activity.

**Description of assessment**

Upon negotiation with your teacher, school, parents/guardian and an employer you must participate in either one or two of the following performance activities for a total duration of 30 – 60 hours (if you perform in two performance activities, each much be a duration of at least 15 – 30 hours).

* **VET Course**

Upon negotiation with your teacher, school and parents/guardian, attend and participate in a VET course. The nominal hours of your VET course will be used to determine the duration of your performance activity.

* **Vocational Learning**

Upon negotiation with your teacher, school, parents/guardian and an employer you must participate in a work experience placement.

Throughout your chosen placement you must complete a journal or the booklet provided to you by your teacher as evidence of your learning experiences about the world of work. The journal/booklet must be submitted at the end of your performance activity.

When writing your daily journal entries ensure that you include evidence about how you:

* Applied your knowledge
* Applied your industry-specific skills
* Further developed your industry-specific skills
* Used your generic work skills

In addition to your journal/booklet you may also collect:

* Photo/video evidence of workplace tasks
* Pamphlets from the workplace
* Personal observations

**Assessment conditions**

Participate in your performance activity and submit your booklet and any additional sources as evidence of your learning experiences about your VET/Vocational Learning experience.

A Teacher Report on Student Performance will also contribute to the assessment of your performance, together with a Workplace Supervisors Report or a Statement of Attainment form the Registered Training Organisation (for those of you who undertake a VET course).

**DUE DATE:**

|  |  |  |
| --- | --- | --- |
| ***Learning Requirements*** | ***Assessment Design Criteria*** | ***Capabilities*** |
| 1. Understand and explain concepts of industry and work  2. Analyse the relationships between work-related issues and practices in workplaces  3. Demonstrate knowledge of the roles of individuals, government legislation and policies, unions, and employer groups in work-related and workplace issues  4. Investigate the dynamic nature of work-related and workplace issues, cultures, and/or environments locally, nationally, and/or globally  5. Demonstrate and apply generic work skills and, where relevant, industry knowledge and skills, in a workplace and/or work-related context  6. Reflect on and evaluate learning experiences in/about the workplace. | Knowledge and Understanding  The specific features are as follows:  KU1 Understanding of knowledge, skills, and competencies appropriate to the relevant industry (i.e. the industry in which the student undertakes vocational learning and/or VET units of competency).  KU2 Understanding and explanation of concepts and issues related to industry and work.  Application  The specific features are as follows:  A1 Application of generic work skills and, where relevant, industry knowledge in the workplace or a work-related context.  A2 Application of relevant knowledge and skills in the context of an industry workplace.  A3 Achievement in units of competency as assessed by the RTO, where VET is included.  Investigation and Analysis  The specific features are as follows:  IA1 Analysis of the relationships between work-related issues, tasks, and/or practices in the workplace.  IA2 Investigation of the dynamic nature of work-related and workplace issues, tasks, cultures, and/or environments locally, nationally, and/or globally.  Reflection and Evaluation  The specific feature is as follows:  RE1 Reflection on and evaluation of learning experiences in/about an industry, and self‑evaluation. | Communication  Citizenship  Personal Development  Work  Learning |

**Performance Standards for Stage 2 Workplace Practices**

|  | Knowledge and Understanding | Application | Investigation and Analysis | Reflection and Evaluation |
| --- | --- | --- | --- | --- |
| A | Comprehensive understanding at an advanced level of knowledge, skills, and competencies appropriate to the relevant industry.  Perceptive understanding and insightful explanation of broad concepts and issues related to industry and work. | Highly proficient and innovative application of a range of generic work skills and, where relevant, extensive industry knowledge in the workplace or a work-related context.  Perceptive application of highly relevant knowledge and skills in the context of an industry workplace.  *Where VET is included, units of competency must have been successfully achieved; the student must have demonstrated competency as assessed by the relevant RTO.* | Perceptive and well-informed analysis of the relationships between a range of work-related issues, tasks, and practices in the workplace.  Thorough, detailed, and well-informed investigation of the dynamic nature of a range of work-related and workplace issues, tasks, cultures, and/or environments locally, nationally, and/or globally. | Thorough and insightful reflection on a range of learning experiences in/about an industry, with in-depth self-evaluation. |
| B | Well-informed understanding of knowledge, skills, and competencies appropriate to the relevant industry.  Clear understanding and well-informed explanation of broad concepts and issues related to industry and work. | Proficient application of a range of generic work skills and, where relevant, broad industry knowledge in the workplace or a work-related context.  Well-considered application of relevant knowledge and skills in the context of an industry workplace.  *Where VET is included, units of competency must have been successfully achieved; the student must have demonstrated competency as assessed by the relevant RTO.* | Well-informed analysis of the relationships between a range of  work-related issues, tasks, and practices in the workplace.  Detailed and informed investigation of the dynamic nature of a number of  work-related and workplace issues, tasks, cultures, and/or environments locally, nationally, and/or globally. | Detailed and considered reflection on a number of learning experiences in/about an industry, with some in-depth self-evaluation. |
| C | Informed understanding of knowledge, skills, and competencies appropriate to the relevant industry.  General understanding and informed explanation of broad concepts and issues related to industry and work. | Appropriate application of selected generic work skills and, where relevant, industry knowledge in the workplace or a work-related context.  Considered application of most of the relevant knowledge and skills in the context of an industry workplace.  *Where VET is included, units of competency may have been successfully achieved; the student may have demonstrated competency as assessed by the relevant RTO.* | Informed analysis of the relationships between a number of work-related issues, tasks, and practices in the workplace.  Informed investigation of the dynamic nature of some work-related and workplace issues, tasks, cultures, and/or environments locally, nationally, and/or globally. | Some considered reflection on learning experiences in/about an industry, with some self-evaluation. |
| D | Recognition of knowledge, skills, and/or competencies appropriate to the relevant industry.  Some understanding and description of aspects of broad concepts and issues related to industry or work. | Attempted application of selected generic work skills or, where relevant, some industry knowledge in the workplace or a work-related context.  Attempted application of some knowledge and skills in the context of an industry workplace.  *Where VET is included, units of competency may have been successfully achieved; the student may have demonstrated aspects of competency as assessed by the relevant RTO.* | Description of the relationship between some aspects of work-related issues, tasks, or practices in the workplace.  Attempted investigation of some aspects of the nature of work-related and/or workplace issues, tasks, cultures, or environments. | Some reflective description and attempted evaluation of learning experiences in/about an industry. |
| E | Limited recognition of knowledge, skills, or competencies appropriate to the relevant industry.  Recall of some aspects of broad concepts or issues related to industry or work. | Attempted application of one or more generic work skills or, where relevant, limited industry knowledge in the workplace or a work-related context.  Identification of limited knowledge and skills in the context of an industry workplace.  *Where VET is included, units of competency may have been successfully achieved; the student may have demonstrated limited aspects of competency as assessed by the relevant RTO.* | Identification and attempted description of one or more work-related issues.  Emerging recognition of one or more aspects of the nature of work-related or workplace issues or environments. | Recall of some learning experiences in/about an industry. |

**Work Experience Journal**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Workplace Practices Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dates of Work Placement: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* This journal will provide you with the opportunity to record and reflect upon your work experience placement.
* The following will be assessed by your Workplace Practices teacher.
* It is essential that all sections be completed as thoughtfully and in as much detail as possible.

## 1 Sections A and B must be completed prior to your placement

## 2 Sections C, D, E, F & G must be completed during your placement

* All of the above should then be safely kept as part of your Vocational Learning folder as it may be required in the future when applying for employment or for entry to a course of study.

### Section A

**Work Placement Provider’s Details**.

To be completed **prior** to commencing your placement.

**Name of Work Place Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Placement Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work Place Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postal Address** (if different)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Section B

**Work Placement Details.**

To be completed **prior** to commencing your placement.

**Dates of Work Placement: From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work Placement Times: From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Break Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Special Conditions** such as attire, protective clothing/footwear etc**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Outline of Duties that you think you will perform: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Section C**

**Daily Log of Placement.**

To be completed **during** your placement. Include information about duties performed, memorable moments (good and bad!!), problems encountered etc.

**Day 1 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Day 5 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

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### Section D

**OHS&W in the Workplace.**

To be completed **during** your placement.

*Please note that a response of “none” is NOT acceptable for questions 1 and 3.*

**1 What safety rules/regulations did you have to abide by in the workplace?**

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**2 What potential hazards at the workplace can you identify?**

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**3 What evidence is there of the employer taking steps to improve workplace health and safety?** Look for examples such as fire alarms/extinguishers, ergonomic workstations, first aid kit etc.

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### Section E

**Work Conditions**. To be completed **during** your placement **by talking to** employees.

**1 What types of employment are offered at this workplace?** (eg. full-time, casual, contract etc.)

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**2 What types of remuneration do workers receive at this workplace?** (eg. hourly wage, commission, salary etc.)

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**3 What training and development do workers undertake at this workplace?**

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**4 What employment opportunities are provided for people with special needs?** (eg. people with disabilities etc.)

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**5 What skills, abilities and personal qualities does the employer seek?** (eg. ability to work in teams, communication skills etc.)

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***6 Ask this question of your supervisor or co-worker.***

**What changes have you noticed during your time in the workforce?** (eg. role of women, technology, hours of work etc.)

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### Section F

**Communication in the Workplace.**

To be completed **during** your placement.

**1 People are often judged by their appearance. How do people in this workplace present themselves and why is this important?**

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**2 Once information is received at this workplace, how is this information relayed to other people within the workplace?**

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### Section G

**Information Technology in the Workplace**.

To be completed **during** your placement **by talking to** employees.

**1 What forms of Information Technology are used in this Workplace** (eg. telephones, computer etc.

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**2 How long has this organisation had these particular forms of technology?**

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**3 Do employees have to be trained in this company’s technology? How is this done?**

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**4 Did you have access to this technology? If yes what did you learn from using this technology? If no, why do you think it may not have been appropriate for you to have used it?**

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**5 Are computer skills or other technological skills an advantage for people applying for a position with this company?**

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