STAGE 2 WORKPLACE PRACTICES – Support Material for Teachers EXTERNAL COMPONENT

Investigation - Practical

**Students undertake a practical investigation based on a product, task, or service related to their experiences of work and workplace contexts. They complete a report on their practical investigation in which they document the process of planning, making, delivering, and evaluating.**

Before they begin their practical investigation, students negotiate the form and the conditions under which it is to be undertaken with their teacher.

The practical investigation should be presented as a report, and can be presented in a range of forms, including written, oral, and/or multimodal. It can include documentation such as working drawings, site photographs, sketches, charts, designs, operational procedures, processes, and brochures.

**The practical investigation should be presented as a report, and must be in a format that allows the evidence of learning to be assessed by the teacher and an assessor.**

For this assessment type, students provide evidence of their learning in relation to the following assessment design criteria:

* knowledge and understanding
* investigation and analysis
* reflection and evaluation.

Successful Practical Investigations are likely to have the following features:

* identification of a work-related activity that links to students’ personal workplace experiences
* identification of the steps involved in planning for the work-related activity
* evaluation of the work-related activity

For Practical Investigations undertaken as a team, each student must prepare a separate report where the individual responsibilities are outlined.

Where the Practical Investigation product is submitted electronically on a DVD, the teacher should send a separate outline detailing each student’s submission with details of where to locate the report on the DVD.

A practical investigation should be based on a **product**, **task**, or **service**:

* **Product**  
  A *product* is something that is produced, constructed or made as part of duties in the workplace.  
  For example designing and constructing a piece of furniture to be sold to customers, or creating a hygiene and infection management booklet for workplace use.
* **Task**  
  A *task* is something that is carried out or undertaken as part of duties in the workplace.   
  For example planning and carrying out a stocktake in a Retail environment, or servicing a car engine as part of working in an Automotive workshop.
* **Service**  
  A *service* is something that is provided to others as part of duties in the workplace.  
  For example conducting a survey for your workplace examining their profile of the local community, or conducting a diversional therapy session for a local nursing home.

**Other brainstorming ideas for a practical investigation……..**

These brainstorming points are provided to assist in generating further ideas for a practical investigation. It is **not** provided as a limited list –the only limit to what a student’s practical investigation can be is their imagination!!

* Create a mosaic for a community organisation
* Create a safety web page for your workplace
* Plan and manage a fundraising project for the organisation you volunteer for
* Film best practice procedure for …………. in the workplace
* Take responsibility for an aspect of the family business
* Prepare filing for the company you work for
* Find out about the legal requirements for employing others when running a business
* Design a more efficient mail system for your workplace
* Write an article for a workplace newsletter
* Design fashion clothing or accessories for a community fundraising event
* Count cane toads for local environment groups
* Design and construct an interpretative sign for a park
* Plan and design a community garden
* Design and construct safety signs for a public swimming area
* Investigate how food outlets are changing
* Weed and maintain a public park
* Create a bush tucker cookbook
* Develop a healthy eating plan for a child / day care centre
* Create a hygiene and infection management booklet for workplace use
* Create a booklet for maintaining the workplace vehicle or fleet
* Clean and maintain the workplace vehicle or fleet
* Create a website which educates the young apprentice on car maintenance
* Create a booklet with correct warm – up and cool down procedures suited to your elite sports team /dance troupe
* Run an event at the school sports day