

## ABW and Personal Development

The best opportunity here is for participation in ABW Intermediate Unit 1 and for senior Unit 1 where students would organize the ABW program. Other specific activities will not necessarily be accessed by all students during the week – eg – not all will have the opportunity to make the oral presentation etc.

PD Unit	Learning Outcome	Criteria	ABW activity
Foundation 1	<b>Learning outcome 1</b> Plan and organise a simple activity.	1.1 Develop a goal plan for a simple activity that involves a limited number of steps within a defined period of time. 1.2 Select resources appropriate to carrying out the plan. 1.3 Carry out the plan effectively. 1.4 Reflect upon the personal and/or community benefits of the plan.	Once taking on a role within the ABW team student demonstrates planning of one of the tasks they carry out – eg collecting paper/materials.
	<b>Learning outcome 2</b> Solve problems specific to an established goal.	2.1 Identify an issue or social concern related to an established goal. 2.2 Explain possible solutions to the problem identified. 2.3 Contribute to an activity that is aimed at resolving the issue or social concern. 2.4 Reflect upon the effectiveness of the action taken to resolve the issue or social concern.	
	<b>Learning outcome 3</b> Demonstrate knowledge specific to an established goal.	3.1 Identify knowledge that will contribute to the achievement of a goal. 3.2 Interpret information to predict steps required for completion of a goal. 3.3 Access information required to complete a goal. 3.4 Gather necessary resources using research and study skills. 3.5 Reflect on own performance and outcomes achieved.	Identify the steps and knowledge gained during ABW in order to achieve a goal.
	<b>Learning outcome 4</b> Demonstrate skills specific to an established goal.	4.1 Identify skills that will contribute to the achievement of an activity. 4.2 Demonstrate mastery of skills relevant to an established goal. 4.3 Use and comply with occupational health and safety guidelines. 4.4 Use specified technological equipment and materials proficiently to suit the conditions and the level of personal and physical ability.	Identify personal contribution to the team effort – including personal skills and OH & S compliance.
	<b>Learning outcome 5</b> Demonstrate teamwork skills.	5.1 Contribute to a collaborative activity involving a group/team. 5.2 Reflect on factors that influence group/team behaviour. 5.3 Describe factors that contribute to group/team work. 5.4 Evaluate the effectiveness of group/team processes for achieving goals. 5.5 Evaluate own contribution to group/team goals.	Record contributions, reflect on self, evaluate the team work that was done.

<b>Foundation 2</b>	<b>Learning outcome 1</b> Plan and organise to completion a health or community service goal/activity.	1.1 Research topical issues, problems and events related to a health or community service goal. 1.2 Plan an activity to meet a health or community service goal. 1.3 Contribute to the completion of a health or community service goal. 1.4 Identify strategies to minimise risks associated with activities/tasks. 1.5 Evaluate effectiveness of own contribution.	NA
	<b>Learning outcome 2</b> Clarify the rights and responsibilities of all stakeholders in a group/team activity.	2.1 Identify personal rights and responsibilities. 2.2 Evaluate the importance of rights and responsibilities in a social context. 2.3 Reflect on the influence of values in a conflict situation. 2.4 Apply knowledge of personal rights and responsibilities to establishing a personal goal plan. 2.5 Reflect upon differences and similarities between personal rights and human rights.	Identify and describe the rights and responsibilities of team members. Reflect on differences between members of the team. Develop a code of conduct using Participants Manual section Effective Company Teams
	<b>Learning outcome 3</b> Communicate information about health issues and/or community services.	3.1 Collect and interpret information about a health and/or community service. 3.2 Examine social and cultural issues connected to provision of health and community services. 3.3 Identify sources of information regarding health and community services. 3.4 Communicate information and/or findings to others.	NA
	<b>Learning outcome 4</b> Work effectively as a group member.	4.1 Use knowledge of barriers to effective communication in an interpersonal transaction. 4.2 Apply knowledge of cultural or individual values when communicating with others. 4.3 Respond to and provide feedback in order to facilitate understanding in a communication exchange. 4.4 Identify the best mode of communication for achieving a positive outcome to a situation or task. 4.5 Apply effective listening skills.	Demonstrate effective communication skills throughout the program
	<b>Learning outcome 5</b> Communicate effectively to resolve conflict and/or for a self advocacy purpose.	5.1 Identify personal rights specific to conflict resolution or self advocacy purpose. 5.2 Identify causes of communication breakdowns. 5.3 Participate in discussion that requires expression of an opinion to other(s). 5.4 Apply advocacy skills and/or conflict resolution skills in an interpersonal exchange	Demonstrate effective communication skills throughout the program Use the Case Studies in the Hospitality simulation or environmental issue in the Manufacturing simulation to express an opinion.

Intermediate 1	<b>Learning outcome 1</b> Plan and organise a complex activity.	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 utilise support systems related to an activity or project goal. 1.3 Identify values that influence individual behaviour and motivation in group situations. 1.4 Carry out the activity or project to successful completion.	Participate in ABW and evaluate the performance of three team members in terms of the criteria. Pre teaching required. Use the creation of the video commercial or the Trade Display to achieve this.
	<b>Learning outcome 2</b> Demonstrate self-management skills for goal achievement.	2.1 Use time management strategies to achieve goals. 2.2 Plan priorities for time usage. 2.3 Facilitate processes and procedures for achieving a goal. 2.4 Consider the effects of poor time management on stress levels. 2.5 Identify sources, types and symptoms of stress. 2.6 Utilise stress management strategies.	Develop a time line for individual completion of tasks – identifying steps and prioritising order etc. Identify Times of stress, how they were handled and how they could be handled better. Use ABW Timeline in Participants Manual
	<b>Learning outcome 3</b> Demonstrate knowledge, skills and abilities in the context of an activity or project.	3.1 Identify the scope and requirements of the activity. 3.2 Analyse observed behaviours and implement strategies to improve performance of self. 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 an organisational context. 3.5 Identify transferable knowledge and skills gained for future voluntary or paid work.	This is ABW! – keeping records will cover this. Debrief after ABW
	<b>Learning outcome 4</b> Identify responsibility and leadership skills.	4.1 Identify qualities of people in leadership roles. 4.2 Select 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 role of a leader of a group. 4.6 Understand different types of power in relationships. 4.7 Identify the communication skills needed to be an effective group leader.	Identify the leader of the team and ways they motivated the team. Include the mentors. Use Mentor and Participants Manual sections on CEO role regarding each aspect.
	<b>Learning outcome 5</b> Utilise interpersonal skills to communicate ideas and information.	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.	This takes place throughout ABW

Intermediate 2	<b>Learning outcome 1</b> Identify planning and organisation skills relevant for management of health or community service goals/activities.	1.1 Explore and identify issues related to managing the implementation of a project. 1.2 Clarify the nature of the support required to implement the project. 1.3 Establish systems to ensure project elements are managed. 1.4 Identify resource requirements to facilitate timely and effective project completion. 1.5 Utilise self-management skills for project completion.	Reflect on ABW identifying how it was put together and what resources were used to make it successful.
	<b>Learning outcome 2</b> Demonstrate skills relevant to complex problem solving and comprehension.	2.1 Identify the key elements of a complex activity that require modification or review to ensure desired outcomes. 2.2 Identify and explain what resources will assist in solving the problem. 2.3 Evaluate the effectiveness of a range of strategies for solving the problem. 2.4 Apply decision-making strategies to establishing priorities. 2.5 Plan and carry out processes for solving the problem. 2.6 Review outcome of problem-solving strategies and identify appropriate corrective actions.	Review ABW . Choose one of the ABW challenges and identify a problem that arose and examine how it was or could be solved.
	<b>Learning outcome 3</b> Demonstrate knowledge and skills related to a hobby, study or interest.	3.1 Identify skills and knowledge required to undertake a hobby, study or interest. 3.2 Evaluate alternatives for accessing training and/or learning regarding a hobby, study or interest. 3.3 Undertake a program of knowledge and skills development relevant to a hobby, study or interest. 3.4 Apply skills and knowledge to a hobby, study or interest.	NA
	<b>Learning outcome 4</b> Utilise research and development skills to present information to an audience.	4.1 Identify a range of research methods appropriate for collecting specified information. 4.2 Demonstrate the appropriate use of information systems, including technology. 4.3 Analyse a range of differing perspectives to establish accuracy and identify bias. 4.4 Identify and apply a variety of techniques for presenting information. 4.5 Respond to audience needs and presentation purpose in developing communication strategies.	Identify research methods used in ABW Participate in the presentation of information during ABW and use technology to do this – ie report to the group, write the company report etc. Participate in making the advertisement and evaluate this.
	<b>Learning outcome 5</b> Use spoken English and active listening skills to communicate complex ideas and information.	5.1 Plan and deliver a sustained presentation in a group setting. 5.2 Give complex instructions, including difficulties to be avoided, when explaining procedures. 5.3 Respond to a complex inquiry or complaint related to a project or activity. 5.4 Explore and clarify ideas in an extended discussion. 5.5 Use spoken language to work in collaboration with others to meet an agreed objective.	Participate in the team oral report Lead the team during Team building activities Use spoken language effectively during ABW

Senior 1	<b>Learning outcome 1</b> Plan and organise to completion a complex project goal involving a range of related activities.	1.1 Complete a project goal with complex requirements taking into account desired outcomes and needs of key stakeholders. 1.2 Explore solutions to specific problems using appropriate research methods. 1.3 Communicate effectively to audiences unfamiliar with concepts involved in the activity. 1.4 Select resources to meet complex requirements for completion of the project goal or activity. 1.5 Critically evaluate a range of perspectives on the issue and/or problems related to the goal or activity.	Coordinate and implement the ABW program for participants. All elements listed here need to be considered in the planning. Alternatively organise one aspect of ABW eg video commercial.
	<b>Learning outcome 2</b> Understand cultural values and cultural awareness.	2.1 Identify the importance of culture to achievement of a goal or outcome. 2.2 Apply knowledge of multiculturalism to planning. 2.3 Apply understanding of cultural differences and values in interpersonal transactions. 2.4 Include different perspectives in planning group processes. 2.5 Adapt communication styles to take account of cultural values and differences.	Discuss and develop strategies for managing the different needs of the participants in ABW. These issues can be used specifically for allocating participants to teams.
	<b>Learning outcome 3</b> Apply strategies to improve organisational communication.	3.1 Identify the main purposes of communication in an organisation. 3.2 Identify the characteristics of an organisational structure and its communication system. 3.3 Describe the significance of informal communication. 3.4 Identify, and contribute to, a communication network. 3.5 Develop a communication strategy for a particular task or activity within an organisational structure.	Develop communication strategies and perhaps develop a newsletter for each day of the program and/or other communication initiatives.
	<b>Learning outcome 4</b> Demonstrate leadership skills for group and team work.	4.1 Comprehend the scope of a task or activity and the components that will contribute to planning its achievement. 4.2 Demonstrate a leadership role in an activity involving two or more other people. 4.3 Evaluate own performance and outcomes obtained in relation to the leadership role within a task or activity.	Take on the role of a mentor and evaluate your performance in that role during ABW. Perhaps have students lead a group in organising one aspect of ABW
	<b>Learning outcome 5</b> Use decision-making skills in a group or team context.	5.1 Participate in a formal meeting that has been convened to resolve a social issue or community concern. 5.2 Use decision-making techniques suitable for a meeting. 5.3 Develop a case study of effective group member behaviour in a decision-making situation. 5.4 Identify a variety of communication skills used in meetings. 5.5 Identify causes of communication barriers in meetings.	Participate in regular ABW planning meetings. Develop decision making procedures. Develop strategies for managing communication issues during ABW team meetings. Establish decision making procedures with ABW participant team. Reflect on performance.

Senior 2	<b>Learning outcome 1</b> Develop goals involving strategies, sequences and time constraints.	1.1 Establish a goal with long term and short term aims and objectives. 1.2 Identify external factors that might impinge on desired outcome(s). 1.3 Assess available resources for short and long term solutions. 1.4 Identify strengths and weaknesses relevant to the attainment of goals. 1.5 Prepare a goal plan with aims, timelines, and measurable milestones.	At the end of a school year this group of students can commence the planning of next years ABW.
	<b>Learning outcome 2</b> Apply evaluative and problem-solving skills to planning.	2.1 Evaluate consistency of goals for an activity in consultation with participating individuals. 2.2 Manage a series of processes and procedures to ensure timely completion of practical goal. 2.3 Identify values and beliefs that may affect activity outcomes. 2.4 Identify potential external and/or environmental constraints to the achievement of goals. 2.5 Apply practical and/or interpersonal skills to overcome potential external and/or environmental constraints.	Evaluate participation in the planning of the ABW program
	<b>Learning outcome 3</b> Demonstrate knowledge of facts and concepts specific to a specialist and/or technical activity.	3.1 Identify information requirements. 3.2 Establish and implement systems to obtain information. 3.3 Assess information for accuracy and comprehensiveness. 3.4 Identify gaps in information and develop strategies to address these information gaps.	Develop an understanding of how to run the ABW simulation for the school.
	<b>Learning outcome 4</b> Manage the coordination of an activity or program.	4.1 Identify and carry out a strategy to meet the aims and objectives of the program or activity. 4.2 Ensure facilities and/or equipment are used according to occupational health and safety procedures. 4.3 Ensure risks associated with the program are recognised and steps taken to maximise safety. 4.4 Demonstrate sensitivity to cultural diversity in implementing program plans.	Take on the role of OH and S rep for each ABW team.
	<b>Learning outcome 5</b> Present and communicate ideas and information.	5.1 Identify and design information to suit audience and purpose. 5.2 Use communication mediums appropriate to the nature and context of the potential user. 5.3 Use the processes of planning and editing to produce communication products. 5.4 Use language and tone appropriate to audience and purpose. 5.5 Present a range of concepts and facts within a subject specific context.	Present a large group or small group session during ABW week. Deliver the simulation lecture for example