

VCAL WORK RELATED

SKILLS STRAND AND ABW

Work Related Purpose Statement

The purpose of the Work Related Skills Strand is to develop employability skills, knowledge and attitudes valued within community and work environments as a preparation for employment. The development of employability skills within this strand provides learners with a capacity to consider and choose from the range of pathways.

Work Related Skills Units

The Work Related Skills Units are designed for use within the Work Related Skills Strand of VCAL. The purpose of the Work Related Skills Strand is to develop skills, knowledge and attitudes valued within community and work environments as a preparation for employment.

The development of employability skills within this strand provides learners with a capacity to consider and choose from the range of pathways open to them.

The Key Competencies that are the basis of the Work Related Skills Units are as follows:

- collecting, analysing and organising information
- communicating ideas and information
- planning and organising activities
- working with others and in teams
- using mathematical ideas and techniques
- solving problems
- using technology.

These competencies focus on the skills, knowledge and understanding that need to be applied and integrated to achieve a purpose or complete a task at different levels of complexity.

Employability skills are those that reflect personal attributes valued by employers including motivation, adaptability, enthusiasm, relationship management and work ethics.

Skills in occupational health and safety and environment are also considered essential work related skills.

Aims

The Work Related Skills Units are designed to:

- integrate learning about work skills with prior knowledge and experiences
- enhance the development of Key Competencies and employability skills through work related contexts
- develop critical thinking skills that apply to problem solving in work contexts
- develop planning and work related organisational skills
- develop occupational health and safety awareness
- develop and apply transferable skills for work related contexts.

Structure

The Work Related Skills Units are designed at three levels: Foundation, Intermediate and Senior. Two units exist at each level.

- at **Foundation level**, a 'basic work related activity' means a single or basic grouping of activities at Certificate I level conducted under close supervision with access to high levels of direction
- at **Intermediate level**, a 'work related goal' means work undertaken at Certificate II level conducted under supervision and reasonably autonomous in regard to planning and work activities
- at **Senior level**, 'work environment' means work undertaken at Certificate II/III level, conducted under supervision and autonomous in regard to planning and work activities.

At this level decisions made should take into consideration the environment in which the work is being conducted.

Delivery

Delivery is based on applied learning linked to community, work or school activities. Delivery will be determined by curriculum developed for the achievement of the Work Related Skills

Unit learning outcomes and can include work placement, part time work and careers and enterprise education. VCAL providers will need to ensure that students will have opportunities to develop and demonstrate the VCAL Unit learning outcomes during the learning program e.g. the work placement.

Work Related Skills linked with ABW activities

VCAL Unit	Learning Outcome	Assessment criteria	ABW – Application WRS
Work Related Skills Foundation Level Unit 1	Learning outcome 1 Collect, analyse and organise information about a selected workplace/industry setting	1.1 Research information about an industry area using 3 different information sources. 1.2 Identify the major types and modes of employment available within the workplace/industry. 1.3 Describe the overall outlook of careers in the workplace/industry in the context of current workplace trends. 1.4 Describe a career pathway within the workplace/industry that includes appropriate skills and/or qualification requirements.	Students in this level need a lot of teacher support. ABW – record the tasks, roles and activities undertaken by each member of the company using the Participants Manual After ABW – research the career pathway of one of those roles
	Learning outcome 2 Undertake basic planning and organisation of a work related activity that complies with OH&S guidelines in a workplace context.	2.1 Note and describe potential safety hazards for a given activity, specific regulatory requirements and existing safe work procedures. 2.2 Follow safe operating procedures for a given activity. 2.3 Describe appropriate hazard control measures for the tasks such as personal protective equipment. 2.4 Organise, carry out and finish a given activity in a safe and healthy manner that complies with Safe Operating Procedures. 2.5 Review activity ensuring that guidelines have been followed accurately.	Before ABW – complete teacher led tasks designed to develop a clear understanding of OH and S at this level During ABW - demonstrate OH&S compliant behaviour – observed by teacher/mentor,
	Learning outcome 3 Describe the major features of occupational health and safety in a workplace context.	3.1 Identify OH&S information and signs and symbols in a work environment. 3.2 Describe OH&S procedures in a workplace context including an emergency procedure and strategies to prevent manual handling injuries. 3.3 Identify personnel with responsibility for OH&S in a specific workplace. 3.4 Describe employer, employee or volunteer legal OH&S rights and obligations in a workplace context.	Before OH and S – undertake teacher led study of signs and emergency procedures. During ABW – conduct an OH and S audit of company workspace and activities. Mentor support will be necessary for this at this level.
	Learning outcome 4 Work with others and in teams to complete a safe work procedure for a basic work related activity.	4.1 Cooperate with others to plan a safe procedure for a basic work related activity. 4.2 Discuss the benefits of cooperating with others and or involving workers in developing and implementing safe work procedures. 4.3 Identify different workplace roles and levels of responsibility in relation to an OH&S procedure. 4.4 Work with others including the employer/supervisor to achieve objectives within agreed timeframes.	Before ABW – Teacher led discussion on team work and what happens when someone doesn't comply During ABW – conduct an OH and S audit of company workspace and activities. Mentor support will be necessary for this at this level.
	Learning outcome 5 Solve problems relevant to carrying out a workplace activity in a manner that complies with OH&S guidelines such as Safe Operating Procedures.	5.1 Identify a basic work related problem related concerning OH&S guidelines and consider how it can be solved. 5.2 Work with others to achieve objectives within agreed timeframes. 5.3 Describe the outcomes of the procedure to a relevant supervisor. 5.4 Identify relevance of OH&S information provided to employees/workers in the work related activity.	During ABW – Raise an OH and S issue with the company and work through resolving the issue. Mentor support will be necessary for this at this level. After ABW – review OH and S with teacher in class/individual discussions.

Work Related Skills Foundation Unit 2	<p>Learning outcome 1 Collect, analyse and organise information to prepare for a basic work related activity.</p>	<p>1.1 Follow task guidelines for the collection, analysis, and organisation of information about a basic work activity. 1.2 Access and record information from given sources. 1.3 Organise basic information into predetermined categories. 1.4 Check information for completeness and accuracy.</p>	<p>Before ABW – Teacher led discussion of record keeping logging jobs done During ABW – Keep a log of activities undertaken</p>
	<p>Learning outcome 2 Undertake basic planning and organisation of work related activities.</p>	<p>2.1 Establish priorities for a given activity. 2.2 Organise, carry out and finish a given activity. 2.3 Review activity ensuring that instructions have been followed accurately.</p>	<p>The assessment criteria are demonstrated when the student can: During ABW – Identify individual roles in the company, list tasks in priority order for completion and review when completed.</p>
	<p>Learning outcome 3 Communicate basic work ideas and information.</p>	<p>3.1 Identify basic forms of communication appropriate to work. 3.2 Communicate clearly and coherently so that information is understood. 3.3 Check the information for accuracy and effectiveness. 3.4 Explain relevant workplace guidelines for health and safety.</p>	<p>During ABW : 1. Identify the forms of communication used during the week 2. Participate in company discussions 3. record information collected from guest speakers After ABW – report on OH and S Guidelines followed by the company</p>
	<p>Learning outcome 4 Work with others and in teams to complete a basic work related activity.</p>	<p>4.1 Work with others to plan, organise and carry out a basic work related activity. 4.2 Discuss the benefits of working with others. 4.3 Identify different workplace roles and perspectives. 4.4 Work with others to achieve objectives within agreed timeframes. 4.5 Review completed activity to ensure planned outcomes have been achieved.</p>	<p>During ABW – keep a record of tasks undertaken, identify how these tasks fits within the team During ABW – demonstrate correct meeting of timelines through arriving and signing in on time After ABW – reflect on performance</p>
	<p>Learning outcome 5 Use mathematical ideas and techniques in a basic work related activity.</p>	<p>5.1 Identify what maths is required for a given work related activity. 5.2 Select the basic maths ideas or techniques for completion of the work related activity. 5.3 Use simple maths ideas and techniques to complete a work related activity. 5.4 Communicate the relevant outcomes of the activity. 5.5 Review maths outcomes to accuracy of answers and processes.</p>	<p>Before ABW – Teacher led study of the maths language and skills involved During ABW – complete a worksheet identifying the maths used during the week During ABW – complete simple math tasks – eg – adding Number of minutes spent on each task, counting number of copies of flyers made etc, calculating costs of making the product.</p>
	<p>Learning outcome 6 Solve problems relevant to a basic work related activity.</p>	<p>6.1 Identify a simple work related problem and consider how it can be solved. 6.2 Maintain focus through to an appropriate conclusion. 6.3 Check whether the problem has been solved. 6.4 Identify relevance of technology in the work related activity.</p>	<p>During ABW – There are many problems to be solved during the week. Students should select one team building activity and report on it. What was the problem, how did the group attempt to solve it, what technology was used, was the solution successful, how could it be improved etc.</p>

Work Related Skills Intermediate Unit 1	<p>Learning outcome 1 Collect, analyse and organise information about basic conditions and entitlements of a specific industry.</p>	<p>1.1 Identify wage entitlements for a specific job position. 1.2 Describe basic workplace conditions and worker entitlements. 1.3 Describe grievance procedures within a workplace setting. 1.4 Describe the role of workplace agreements. 1.5 Describe the role of organisations representing workers in the workplace including unions.</p>	<p>ABW Report should include:</p> <ul style="list-style-type: none"> - Report on workplace conditions - Identify grievance procedures available during ABW - Identify specific roles and expectations for positions of workers within the company.
	<p>Learning outcome 2 Contribute to OH&S in a work related context.</p>	<p>2.1 Describe employee rights and responsibilities regarding OH&S. 2.2 Establish the priorities in a personal safety plan to ensure safe operating procedures are followed. 2.3 Describe possible ways to improve work processes to achieve OH&S principles. 2.4 Identify correct processes for raising OH&S issues.</p>	<p>ABW report should include an OH and S Audit of the company workspace and activities which addresses the outcomes above.</p>
	<p>Learning outcome 3 Obtain and provide information in response to a work related requirement.</p>	<p>3.1 Interpret ideas and information correctly for a work related goal. 3.2 Convey correctly a range of different ideas and information for a work related goal. 3.3 Define and follow procedures for the location and storage of work related information. 3.4 Revise communication using feedback.</p>	<p>ABW report</p> <ul style="list-style-type: none"> -demonstrates the reading of the ABW student manual -notes queries and questions -Maintains an accurate log of the weeks work -reviews communication skills with respect to their participation in the team. - Correctly conveys participation in ABW through daily log book.
	<p>Learning outcome 4 Contribute to team objectives to achieve a work related goal.</p>	<p>4.1 Identify team goals and tasks required to achieve agreed goals and standards. 4.2 Negotiate personal work tasks and roles to ensure team goals and standards are met. 4.3 Organise procedures and timeframes to take account of different roles and responsibilities. 4.4 Work with others to achieve work related goals and objectives. 4.5 Review completed activity to ensure planned outcomes have been achieved.</p>	<p>ABW report</p> <ul style="list-style-type: none"> -list team members and each person's responsibilities -negotiates their role, and records what they will do to contribute -organise their own personal deadlines to meet those of the group -review their success
	<p>Learning outcome 5 Identify routine problems or hazards that can affect the safety of the work environment.</p>	<p>5.1 Identify potential routine problems or safety hazards. 5.2 Determine possible options to ensure OH&S risks are controlled and procedures are understood and followed. 5.3 Analyse ramifications on self and working environment if OH&S procedures are not followed. 5.4 Communicate OH&S information relevant for hazard identification and risk assessment clearly and precisely.</p>	<p>ABW Report – Complete an OH and S audit which addresses the above on the workspace and activities undertaken.</p>

Work Related Skills Intermediate Unit 2	<p>Learning outcome 1 Collect, analyse and organise information for a work related goal.</p>	<p>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.</p>	<p>ABW report – Identifies in detail the role being undertaken in the company, the requirements for that role and provides evidence of the research undertaken to achieve the goals of the role.</p>
	<p>Learning outcome 2 Plan and organise activities for a work related goal.</p>	<p>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.</p>	<p>ABW report -demonstrates through the log the working towards achievement of goals and meeting deadlines. -reflects on performance -signing in on time for activities -prioritises steps to complete specific tasks</p>
	<p>Learning outcome 3 Communicate ideas and information for a work related goal.</p>	<p>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.</p>	<p>ABW – participate effectively in company and small team discussions. – Reflect on performance – Participate effectively in team building activities – recorded on Video</p>
	<p>Learning outcome 4 Work with others and in teams to achieve a work related goal.</p>	<p>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.</p>	<p>ABW report Log book records details of each member, their roles, the students own role and reviews their performance.</p>
	<p>Learning outcome 5 Use mathematical ideas and techniques for a work related goal.</p>	<p>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. 5.3 Reflect on the results and check that the answer fits in the work context.</p>	<p>ABW report -identifies the mathematical skills used throughout the program -identifies how these skills are used throughout the program -identifies the financial success of the company and how this was achieved.</p>
	<p>Learning outcome 6 Solve problems for a work related purpose.</p>	<p>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.</p>	<p>ABW Report Throughout the program there were lots of problems to be solved. Students should select one of these problems and analyse the processes undertaken to resolve it and evaluate it's success.</p>

Work Related Skills Senior Unit 1	<p>Learning outcome 1 Research information about the career pathways, functions and layout of a specific industry or workplace.</p>	<p>1.1 Identify the purpose of the enterprise and the products or services. 1.2 Identify the external customers of the enterprise. 1.3 Describe the rationale for the work site layout and suggest changes where appropriate. 1.4 Outline the processes involved in developing products or services and hours of operation. 1.5 Describe the career pathways in the workplace/industry</p>	<p>Participants complete workbooks/activities as the Intermediate level students do – but their tasks need to reflect the increased complexity at this level. It is recommended that senior students take on the project of organising ABW with teacher assistance: Start with doing the research and investigation necessary to run such a program - clients, resources, timelines etc</p>
	<p>Learning outcome 2 Assist in the Hazard Identification Risk Assessment and Control planning process to meet OH&S requirements in a work related context.</p>	<p>2.1 Identify workplace procedures for hazards identification and risk assessment. 2.2 Accurately describe workplace instructions and Safe Operating Procedures for controlling risks when planning and organising a work related activity. 2.3 Convey correct information about emergency procedures to be followed in case of fire, evacuation or injury.</p>	<p>Generate an OH and S policy for the ABW program and environment</p>
	<p>Learning outcome 3 Communicate ideas and information about OH&S requirements for a work environment.</p>	<p>3.1 Select the mode and form of information appropriate to the work environment. 3.2 Use a range of presentation styles to suit a variety of workplace contexts. 3.3 Evaluate the mode and form of information using feedback. 3.4 Adapt information in response to feedback.</p>	<p>Present sessions to ABW participants in a variety of ways eg computer simulation lecture</p>
	<p>Learning outcome 4 Work with others and in teams in a work environment in accordance with defined workplace procedures</p>	<p>4.1 Define purpose and objectives of procedures in a work environment. 4.2 Organise work related roles, procedures and timeframes taking into account possible hazards and risks in the work related procedures. 4.3 Negotiate with others to define work related objectives and where necessary to monitor and redefine them to complete a number of work activities in a safe manner.</p>	<p>In establishing the group to organise the program identify tasks, allocate roles, determine deadlines etc. Review performance and meet regularly.</p>
	<p>Learning outcome 5 Describe an OH&S plan for a work related environment that addresses up to three OH&S concerns.</p>	<p>5.1 Review and improve the OH&S Risk Control Plan for a work related environment. 5.2 Describe potential OH&S problems and opportunities and the conditions under which they might arise and describe an issue resolution process. 5.3 Select appropriate methods of communication for conveying the OH&S Plan and communicate up to three OH&S concerns to the appropriate supervisor. 5.4 Establish and use criteria for judging effectiveness of OH&S plan processes and outcomes.</p>	<p>The OH and S policy should be generated from a risk assessment audit of the ABW meeting environment. Communication of the OH and S procedures to participants needs to be determined and communicated. Establish criteria and procedures for reviewing OH and S after ABW</p>
	<p>Learning outcome 6 Use technology in accordance with OH&S guidelines in a work related context.</p>	<p>6.1 Define the purpose and objectives for the use of technology in a work related context. 6.2 Identify potential hazards and risks for the use of technology in a work related context. 6.3 Use technology in a safe manner, consistent with OH&S guidelines and legislation. 6.4 Identify the safety and health considerations for the responsible use of technology.</p>	<p>Present participants with an outline of the types of technology that is available to them, how to access it and how to use it within OH and S guidelines.</p>

Work Related Skills Senior Unit 2	<p>Learning outcome 1 Collect, analyse and organise information in a work environment.</p>	<p>1.1 Establish the information needs in the context of a workplace. 1.2 Investigate relevant workplace information sources to identify and collect the most relevant information for the work related activity. 1.3 Collate information into categories and/or structures. 1.4 Evaluate the quality and validity of information.</p>	<p>In organising an ABW program Students will -participate in the collection of information and resources, evaluate them and make decisions for the implementation of the ABW program. -determine methods of record keeping and procedural organization -review progress and make changes as necessary</p>
	<p>Learning outcome 2 Plan and organise activities in a work environment.</p>	<p>2.1 Incorporate workplace goals into the planning and organisation of own work. 2.2 Incorporate workplace quality assurance processes into the planning and organisation of own work. 2.3 Evaluate effectiveness of own work in achieving work goals.</p>	<p>In organising an ABW program Students will -identify goals, mission and values and incorporate these into both group goals and individual goals. -identify 'quality' of work required by the group to set standards -evaluate personal effectiveness after the completion of the project.</p>
	<p>Learning outcome 3 Communicate ideas and information in a work environment.</p>	<p>3.1 Select the mode and form of information appropriate to the work environment. 3.2 Use a range of presentation styles to suit a variety of workplace contexts. 3.3 Evaluate the mode and form of information using feedback. 3.4 Adapt information in response to feedback.</p>	<p>In organising an ABW program Students will -present information to participants in a variety of ways -act as mentors to a company group -evaluate performance -evaluate feedback at the end of the program</p>
	<p>Learning outcome 4 Work with others and in teams in a work environment.</p>	<p>4.1 Define purpose and objectives of teams in a work environment. 4.2 Organise work related roles, procedures and timeframes taking into account different perspectives of teams and the goals of the organisation. 4.3 Negotiate with others to define work related objectives and where necessary to monitor and redefine them to complete a number of work activities.</p>	<p>In organising an ABW program Students will -identify goals, mission and values and incorporate these into both group goals and individual goals. -negotiate, set and carry out roles within negotiated timelines.</p>
	<p>Learning outcome 5 Use mathematical ideas and techniques in a work environment.</p>	<p>5.1 Investigate activities within a work environment to identify the range of relevant mathematical ideas and techniques, taking into account relationships between different aspects, e.g. clients, products, manufacturers. 5.2 Adapt ideas and apply techniques to fit the constraints of the situation. 5.3 Make decisions about the level of accuracy needed. 5.4 Interpret, evaluate and communicate methods, solutions and results in the context of the particular problem.</p>	<p>In organising an ABW program Students will -explore Mathematical ideas with companies in their roles as mentors to assist the company come to financial decisions -maintain accurate financing of the program – budget development and expenses records.</p>
	<p>Learning outcome 6 Solve problems in a work environment.</p>	<p>6.1 Establish major parameters affecting processes and outcomes in a work environment. 6.2 Adapt processes to achieve appropriate completion of a work related activity. 6.3 Anticipate problems and opportunities and the conditions under which they might arise. 6.4 Establish and use criteria for judging effectiveness of processes and outcomes.</p>	<p>In organising an ABW program Students will -identify potential problems in implementing the program and develop strategies to overcome them. At the completion of the program evaluate their anticipation and strategies.</p>
	<p>Learning outcome 7 Use technology in a work environment.</p>	<p>7.1 Define the purpose and objectives for the use of technology. 7.2 Transfer technological principles to a new work related situation. 7.3 Configure and manage a series of work related operations as a process. 7.4 Identify the social and ethical considerations for the responsible use of technology. 7.5 Identify technological principles to reduce constraints presented by the work environment and ability of the user.</p>	<p>In organising an ABW program Students will -identify the technology to be used by participants -develop procedures for the management of that technology</p>