

Name

Date

26/7/24

Exploring My Strengths

Directions: Circle your personal strengths from the choices in each category.

Language Strengths	Logic Strengths	Physical Strengths	Health Strengths
I express myself using my words.	I like graphs and charts.	I have good balance.	I like to eat healthy foods.
I like to speak in front of my class.	I am good at math.	I am flexible.	I like to exercise and stay active.
I am a good reader.	I like to solve puzzles.	I like being active.	I practice good hygiene.
I like learning and using new words.	I am good at identifying patterns.	I am a good dancer.	I take care of my body.
I am good at telling stories.	I am good at working with numbers.	I am good at sports.	I use deep breathing techniques.

Assessment 1: Work Skills

Exploring my strengths worksheet

was able to identify her strengths from a range of categories. This evidence demonstrates the critical and creative thinking and personal and social capability.

PLG 1 - Develop skills to actively participate in post-school pathways through work experience or Day Options.

Name _____ Date _____

Exploring My Strengths

Directions: Circle your personal strengths from the choices in each category.

People Strengths	Creative Strengths	Nature Strengths	Self Strengths
I am a good listener.	I can draw detailed pictures.	I can grow plants.	I set realistic goals for myself.
I can read body language.	I can create pictures from memory.	I like science.	I use positive talk.
I have good social skills.	I am good at using my imagination.	I can take care of a garden.	I like to try new things.
I can emphasize with others.	I think of innovative ideas.	I like being outside.	I can cope with difficult situations.
I am good at cooperating with others.	I like to paint pictures.	I like to learn about the outdoors.	I have positive relationships.

Jobs I am interested in completing in the future:

- Dog walking
- Baby sitting
- Hungry Jacks
- McDonalds
- Carer
- Petbarn
- Nurse
- Barista

Assessment 1: Work Skills
Exploring careers worksheet
[redacted] was able to identify a range of jobs/careers that she is interested in trying in the future. This evidence demonstrates the personal and social capability.

PLG 1 - Develop skills to actively participate in post-school pathways through work experience or Day Options.

From your job list, chose 3 jobs you would like to explore:

- McDonalds
- Petbarn
- Barista

Work Health and Safety

Work Studies

Assessment 1: Work Skills

Work Health and Safety Activity

[redacted] was able to identify a range of strategies to prevent work, health and safety incidents from occurring. This evidence demonstrates the critical and creative thinking capability.

PLG 1 - Develop skills to actively participate in post-school pathways through work experience or Day Options.

PLG2 - Develop social management and self-management skills through discussions and role plays reflecting on work experience and workplace scenarios

Scenario 1 - Group A

Scenario: Spilled Water on the Floor

What happened? A student accidentally knocked over a water bottle, and water spilled on the floor.

What should you do? Write your response

Clean it up with a mop and put a sign

Scenario 2 - Group A

Scenario: Hot Food Spill **What happened?** A co-worker spilled hot soup on the floor. **What should you do? Write your response Mop it up and put a sign**

Scenario 3 - Group A

Scenario: Slippery Floor

What happened? The floor near the sinks is wet and slippery.

What should you do? Write your response

Mop it up and put a sign

Scenario 4 - Group A

Scenario: Broken Equipment

What happened? You notice that one of the swings is broken.

What should you do? Write your response

Inform a teacher or a playground staff member

Warn other students not to use the broken swing

Scenario 5 - Group A

Scenario: Rough Play

What happened? Some students are playing too roughly and someone could get hurt.

What should you do? Write your response

Tell them stop stop or get a staff

Scenario 6 - Group A

Scenario: Broken Glass

What happened? A glass bottle falls and breaks on the floor.

What should you do? Write your response

Follow the superviorn's instructions for cleaning up the broken glass safely.

Scenario 7 - Group A

Scenario: Cluttered Walkway

What happened? The walkway at work is cluttered with books and bags, creating a tripping hazard.

What should you do? Write your response

Inform the librarian if the clutter continues or clean it up yourself

Scenario 8 - Group A

Scenario: Food Spill

What happened? A co-worker slips on spilled food.

What should you do? Write your response

Help them and get a staff member to help

Scenario 9 - Group B

Scenario: Allergic Reaction

What happened? A customer has an allergic reaction after eating a snack.

What should you do? Write your response

Call for supervisor immediately.

Stay with them until a staff member get here.

Scenario 11 - Group B

Scenario: Choking Incident

What happened? A customer starts choking while eating.

What should you do? Write your response

Help them and call for emergency services and wait until they come.

Scenario 12 - Group B

Scenario: Food Spill

What happened? A co-worker slips on spilled food..

What should you do? Write your response

Clean it up and put a sign

Scenario 13 - Group B

Scenario: Injury at Work

What happened? A co-worker falls and injures their arm while making a burger for their customer.

What should you do? Write your response

Do not move the injured arm and wait for help until the boss or someone comes to help

Scenario 14 - Group B

Scenario: Stranger on the Playground

What happened? A child notices a stranger entering the playground area.

What should you do? Write your response

Scenario 15 - Group B

Scenario: Chemical Spill

What happened? A co-worker accidentally spills a chemical, and some of it gets on their skin.

What should you do? Write your response

Help the co-worker rinse the affected area

Scenario 16 - Group B

Scenario: Fire Alarm

What happened? The fire alarm goes off during your shift at work.

What should you do? Write your response

Follow the supervisors instructions to evacuate the building and calmly quickly.

Scenario 17 - Group B

Scenario: Heavy Bookcase Tipping

What happened? A customer tries to climb a bookcase to reach a high shelf, and the bookcase starts tipping.

What should you do? Write your response

Warn the others to stay away from the area and tell the boss

Scenario 18 - Group B

Scenario: Computer Overheating

What happened? A co-worker notices that the clock-in computer is overheating and emitting smoke.

What should you do? Write your response

Inform the supervisor immediately

Evacuate the area if instructed to do so.



Assessment 2: Work Experience/Day Options Experiences

Work experience photos

_____ was able to engage in a variety of work experiences. Some of these experiences included being a barista and chef in a cafe, _____ and Bunnings. This evidence demonstrates the personal and social capability.

PLG 1 - Develop skills to actively participate in post-school pathways through work experience or Day Options.

PLG3 - Keep a journal or portfolio documenting and reflecting upon work related activities and experiences.





Completed the online course

WorkPRO: Work Preparation Readiness Orientation

Completion date: 04-Apr-2024

This online course covered the below learning objectives:

- your right to undertake work placement in a child safe environment, including your right to feel safe and be safe from harm at all times
- your role, responsibilities and rights related to work health and safety (WH&S) in the workplace
- the procedure to be followed if you experience any issue that makes you feel unsafe or uncomfortable, including but not limited to, bullying, teasing, violence, sexual and racial harassment, alcohol or drug abuse
- the purpose and goals of the work placement

Assessment 2: Work Experience/Day Options Experiences

Work Pro

[REDACTED] was able to complete a 12-module certificate identifying the roles, responsibilities and rights to work health and safety in the workplace. This evidence demonstrates the critical and creative thinking capability.

PLG 1 - Develop skills to actively participate in post-school pathways through work experience or Day Options.

PLG2 - Develop social management and self-management skills through discussions and role plays reflecting on work experience and workplace scenarios.



Government of South Australia
Department for Education



Work Inspiration Student Survey 2024

Welcome and hello! 🐾

This survey will ask you questions about the **Work Inspiration** program.

We would love to hear what you thought of the program. Telling us what you think helps us to improve things for the next students.

A few things to note:

- In any reporting, we'll keep what you say anonymous.
- You don't have to do this survey - it's up to you.
- Remember there are no wrong answers! We just want to know what the program was like for you.
- Someone may not look at this straight away, but we will use what you say to help us improve for next year and to help others understand our program.

If you need some help now, please speak to your teacher or your Smith Family contact person.

If you have any questions about this survey, please email us at policy.team@thesmithfamily.com.au.

You can look at our data collection statement here for more information: <https://www.thesmithfamily.com.au/personal-information-program>

1. What is the first letter of your first name? (e.g. Alex = A)

= B

can

can!

Assessment 2: Work Experience/Day
Options Experiences

Work Inspiration Student Survey

was able to complete a survey
and reflect on her work experiences at
, City of

Bunnings and Master Buildings. This
evidence demonstrates the critical and
creative thinking capability.

PLG2 - Develop social management and
self-management skills through
discussions and role plays reflecting on
work experience and workplace
scenarios.

PLG3 - Keep a journal or portfolio
documenting and reflecting upon work
related activities and experiences.

2. What is the first letter of the your last name? (e.g. Smith = S)

3. What is your day of birth?

Number must be between 1 ~ 31

4. What is your month of birth? (e.g. December = 12)

Number must be between 1 ~ 12

5. What state/territory are you in?

☐ ACT

☐ NSW

☐ NT

☐ QLD

☒ SA

☐ TAS

☐ VIC

☐ WA

6. What date did you start this Work Inspiration program?

Please input date (dd/mm/yyyy)

5/31/2024

7. How many companies or employers were part of your Work Inspiration experience?

☐ One company/employer

☒ More than one company/employer

8. Which company/organisation did you visit or meet (if more than one, please write as many as you remember, even if it is just one).

MOTHERSON BONNIE
CITY OF [REDACTED]

9. Did you meet employees doing different jobs?

☒ Yes

☐ No

☐ I don't know

Master
Boilers

10. How much do you agree with the following statements (tick one box in each row)?

After participating in Work Inspiration...

Strongly disagree Disagree Neither disagree nor agree Agree Strongly agree

... my confidence in knowing I want to do further studies or work has increased

☐ ☐ ☐ ☒ ☐

... my confidence about entering a work environment has increased

☐ ☐ ☐ ☐ ☒

... my desire to get a good job/career has increased

☐ ☐ ☐ ☒ ☐

... I feel confident there is a job/career I would enjoy or be good at, out there for me

☐ ☐ ☐ ☐ ☒

11. How much do you agree with the following statements (tick one box in each row)?

After participating in Work Inspiration...

Strongly disagree Disagree Neither disagree nor agree Agree Strongly agree

... my knowledge of the range of post-school options available to me (e.g. TAFE, university, apprenticeships, traineeships, employment etc) has increased

☐ ☐ ☐ ☒ ☐

... I am inspired to explore study options and careers that I might want to do

☐ ☐ ☐ ☐ ☒

12. How much do you agree with the following statements (tick one box in each row)?

After participating in Work Inspiration...

Strongly disagree Disagree Neither disagree nor agree Agree Strongly agree

... my knowledge of the importance of key skills needed for work (e.g. teamwork, communication, literacy, numeracy etc.) has increased

☐ ☐ ☐ ☒ ☐

... my knowledge of appropriate and expected work behaviours has increased

☐ ☐ ☐ ☐ ☒

13. How much do you agree with the following statements (tick one box in each row)?

After participating in Work Inspiration...

	Strongly disagree	Disagree	Neither disagree nor agree	Agree	Strongly agree
... my knowledge of how the subjects I choose at school can help my future studies and career, has increased	☐	☐	☐	☒	☐
... my motivation to do well at school has increased	☐	☐	☐	☐	☒
... I am interested in participating in career exploration, work experience or training opportunities my school may offer	☐	☐	☐	☒	☐
... my motivation to finish school has increased	☐	☐	☐	☐	☒

Work Experience Reflections

Job Reflection Booklet

Name: [REDACTED]



Assessment 3: My Portfolio Work Experience Reflections

[REDACTED] was able to respond to a range of questions and reflect on a variety of work experiences completed. This evidence demonstrates the critical and creative thinking and personal and social capability.

PLG2 - Develop social management and self-management skills through discussions and role plays reflecting on work experience and workplace scenarios.

PLG3- Keep a journal or portfolio documenting and reflecting upon work related activities and experiences.

What Job did you try?

mother son

Did you like it? Why/why not?

looking at the robots

and learn about cars.

Would you consider the job in your future?

maybe

What skills did you need to do the job well?

knowing about how to

do it by yourself

✓✓

What Job did you try?

Banning

Did you like it? Why/why not?

no i did not enjoy it
because it was boring

Would you consider the job in your future?

no

What skills did you need to do the job well?

sorting and organising
and stock.



What Job did you try?

018124
Odder + talking
inside

Did you like it? Why/why not?

I liked it beacues
i got to do the
money. and talk
to new people

Would you consider the job in your future?

maybe I enjoy it
because i got to
deal with money

What skills did you need to do the job well?

knowing how to
deal with money.

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What Job did you try?

010124

Chef

Did you like it? Why/why not?

NO, because knowing
how to cook is
tricky.

Would you consider the job in your future?

NO

What skills did you need to do the job well?

knowing how to

cook

//

What Job did you try?

Delivery

Did you like it? Why/why not?

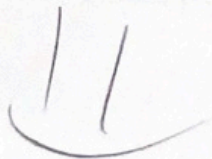
Yes because I got
to meet new people
and introduce myself
and the work was a cafe.

Would you consider the job in your future?

Yes because I got
to deliver it to new
people.

What skills did you need to do the job well?

To know who to give
the food to the other
people.



What Job did you try?

Odden + taking

inside

Did you like it? Why/why not?

I liked it because
i got to talk to other
new people and knowing
their orders.

Would you consider the job in your future?

Yes because I would
be able to know new
people and talk to
them.

What skills did you need to do the job well?

Memory, and writing,
and how to knowing
the menu.

What Job did you try?

Chef

What is a positive from
your job role today?

Did you like it? Why/why not?

ONE POSITIVE FROM
MY CHEF JOB TODAY
WAS LEARNING TO MAKE A
CHEESE TOASTIE.

Would you consider the job in your future?

What is something we can improve on
for next week?

SOMETHING I CAN IMPROVE
ON FOR NEXT WEEK IS TRYING
TO BE MORE INVOLVED IN MY

What skills did you need to do the job well?

ROLE AND BEING A GOOD
TEAM PLAYER.



What Job did you try?

dentating

17/24

Did you like it? Why/why not?

Kinda because I didn't
go to much.

what's something went well
Would you consider the job in your future? today

I got to talk to
new staffs.

One thing that I can improve
What skills did you need to do the job well?

On the next time?
I don't know.

21

What Job did you try?

BARISTA

~~Did you like it? Why/why not?~~

What was Challenging
today? making the
Coffees alone.

~~Would you consider the job in your future?~~

What was the Best Part
of [REDACTED] Cafe
today? having a
hot chocolate.

~~What skills did you need to do the job well?~~

I enjoyed today
because. having
a hot chocolate.

What Job did you try?

what we + well today

Order

Did you like it? Why/why not?

Not having to use
my script + when
order taking

What challenge did you

Would you consider the job in your future?

face to day.

finding something to

down when I finished my

job or when it is over.

What skills did you need to do the job well?

Knowing how to do

it Being kind

APort ddress🏠

Email Address✉

☰

OBJECTIVE

I am seeking part time or casual employment at McDonalds [redacted] I believe I have the relevant skills and experience to be a valuable asset to your team. I am energetic, passionate, hard working and resilient.

🎓

EDUCATION

Hallett Cove South Primary School: [redacted]

[redacted]

I started primary school in 2014. Throughout my time at this school, I have learnt some valuable skills that will enable me to be successful working in this industry. I made lifelong relationships with people I went to school with, which shows I am able to work as part of a team.

🔧

SKILLS

● Helpful

● Teamwork

● Relationships

● Friendly

● Respectful

● Energetic

● Communication skills

⋮

WORK EXPERIENCE

Recycling program at [redacted] Secondary School.

[redacted] Cafe at [redacted] Secondary School.

Work Inspiration Program

⋮

CERTIFICATES

● Work Pro

Assessment 3: My Portfolio
Resume and CV

[redacted] was able to write a resume that outlined and reflected the skills, work experiences and certificates obtained through her work experiences this year. This evidence demonstrates the critical and creative thinking and personal and social capability.

PLG 1 - Develop skills to actively participate in post-school pathways through work experience or Day Options.

PLG3 - Keep a journal or portfolio documenting and reflecting upon work related activities and experiences.

- First Aid Certificate
- Barista Course
 - Sithfab025 - prepare and serve espresso coffee
 - Sitxfsa005 - use hygienic practices for food safety



REFEREES



Secondary School

Secondary School

School

Dear Hiring Manager,

I am writing to express my interest in seeking part-time employment at the McDonalds as a barista. As a motivated student at [REDACTED] Secondary

School, I am eager to gain practical work experience while balancing my academic commitments. I am confident that my strong work values and dedication make me an excellent candidate for the position.

Throughout my academic journey, I have consistently demonstrated a strong work ethic and a commitment to excellence. I excel in key work values such as reliability, responsibility, and adaptability. I understand the importance of being punctual and dependable, as well as taking ownership of my tasks and completing them to the best of my abilities. Moreover, I have the ability to quickly adapt to new environments and work effectively within a team. In addition to my work values, I possess excellent communication and interpersonal skills.

I am comfortable interacting with individuals from diverse backgrounds, which enables me to collaborate effectively in a team-oriented environment. Furthermore, my attention to detail and organizational skills allow me to manage multiple tasks efficiently, ensuring accuracy and timeliness in my work.

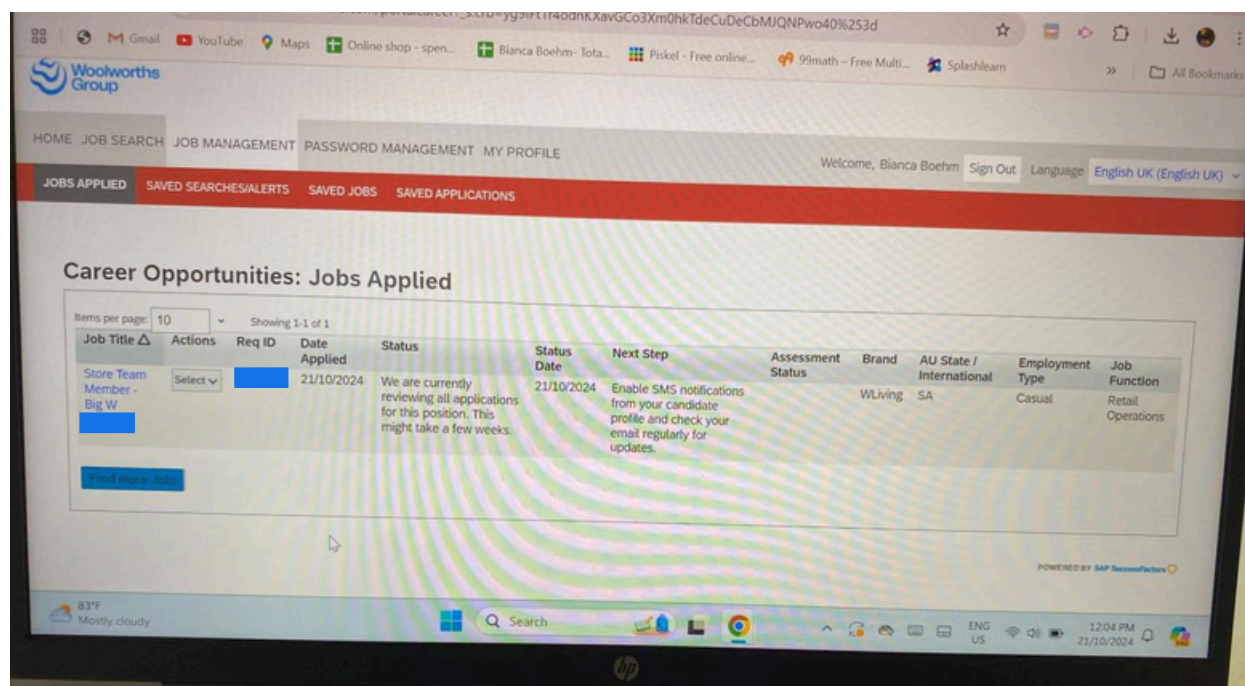
I am particularly interested in working at your organization because of its reputation for providing a supportive and professional work environment. I believe that by working with your team, I will not only gain valuable experience but also contribute positively to the organization's success.

I have attached my resume for your consideration, which provides further details regarding my skills, education, and experiences. I would welcome the opportunity to discuss how my qualifications align with your organization's needs in an interview.

Thank you for considering my application. I look forward to the possibility of contributing to your team and demonstrating my commitment and dedication. Please do not hesitate to contact me at your convenience.

Sincerely,

[REDACTED]



Assessment 3: My Portfolio
 Job Applications
 [Redacted] was able to apply for multiple jobs . This evidence demonstrates the critical and creative thinking and personal and social capability.

PLG 1 - Develop skills to actively participate in post-school pathways through work experience or Day Options.

PLG3 - Keep a journal or portfolio documenting and reflecting upon work related activities and experiences.

