**STAGE 1 WORKPLACE PRACTICES**

**ASSESSMENT TYPE: PERFORMANCE**

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| **Student Name:** |  | **Final Grade:** |
| **SACE Number:** |  |
| **Due Date:** |  | |
| **Topic:** | **Vocational Learning Activity and Portfolio** | |
| **Format:** | Portfolio may be presented in written form, multimodal or oral by negotiation. | |

This assessment task requires you to undertake a Vocational Learning Activity and demonstrate the evidence of learning of your performance in a Vocational Learning Portfolio.

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| **Learning Requirements** | **Assessment Design Criteria** |
| 1. Demonstrate knowledge and understanding of industry and work 2. Develop and apply relevant work skills 3. Identify and investigate processes and issues related to work, industry, and the workplace 4. Work independently and with others 5. Review, and reflect and report on, their experiences, abilities, interests, and aspirations in relation to planning for work and future pathways. | **KU1** Knowledge and understanding of industry and work.  **KU2** Identification and investigation of influences and issues related to work and the workplace.  **IC1** Interaction with others in the workplace and/or a work-related context.  **IC2** Communication of industry knowledge, work skills, and/or observations about a workplace.  **R1** Reflection on processes, values, and issues related to work, industry, and the workplace.  **R2** Review of, and reflection on, the student’s own abilities, interests, and aspirations in relation to planning for work and future pathways.  **A1** Application of knowledge to the workplace and/or in a work-related context.  **A2** Application of generic work skills.  **A3** Independent and collaborative work.  **A4** Achievement in units of competency as assessed by the RTO, where VET is included. |

Performance Standards for Stage 1 Workplace Practices

|  | Knowledge and Understanding | Application | Interaction and Communication | Reflection |
| --- | --- | --- | --- | --- |
| A | In-depth knowledge and understanding of industry and work.  Perceptive and clear identification and detailed investigation of a broad range of influences and issues related to work and the workplace. | Advanced application of extensive knowledge to the workplace and/or in a work-related context.  Consistent application of appropriate generic work skills.  Consistent and productive work, both independently and collaboratively.  *Where VET is included, units of competency must have been successfully achieved; the student must have demonstrated competency as assessed by the relevant RTO.* | Highly productive and clear interaction with others in the workplace and/or a work-related context.  Detailed and well-constructed communication of a range of industry knowledge, work skills, and/or observations about a workplace. | Insightful reflection on processes, values, and issues related to work, industry, and the workplace.  Perceptive review of, and reflection on, the student’s own abilities, interests, and aspirations in relation to planning for work and future pathways. |
| B | Some depth of knowledge and understanding of industry and work.  Well-informed identification, with some in-depth investigation, of a number of influences and issues related to work and the workplace. | Sound application of knowledge to the workplace and/or in a work-related context.  Mostly consistent application of generic work skills.  Generally productive work, both independently and collaboratively.  *Where VET is included, units of competency must have been successfully achieved; the student must have demonstrated competency as assessed by the relevant RTO.* | Productive and clear interaction with others in the workplace and/or a work-related context.  Mostly well-constructed communication of industry knowledge, work skills, and/or observations about a workplace. | Considered reflection on processes, values, and issues related to work, industry and the workplace.  Considered review of, and reflection on, the student’s own abilities, interests, and aspirations in relation to planning for work and future pathways. |
| C | Informed level of knowledge and understanding of industry and work.  Appropriate identification and investigation of some key influences and issues related to work and the workplace. | Appropriate application of knowledge to the workplace and/or in a work-related context.  Application of a number of generic work skills.  Evidence of competent work, both independently and collaboratively.  *Where VET is included, units of competency may have been successfully achieved; the student may have demonstrated competency as assessed by the relevant RTO.* | Competent interaction with others in the workplace and/or a work-related context.  Informed communication of industry knowledge, work skills, and/or observations about a workplace. | Appropriate reflection on processes, values, and issues related to work, industry, and the workplace.  Appropriate review of, and reflection on, the student’s own abilities, interests, and aspirations in relation to planning for work and future pathways. |
| D | A narrow understanding of industry and work.  Attempted identification and basic investigation of some aspects of one or more influences or issues related to work or the workplace. | Basic application of some knowledge to the workplace and/or in a work-related context.  Recognition, with attempted application, of generic work skills.  Some demonstration of competence in working independently or collaboratively.  *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.* | Some interaction with others in the workplace and/or a work-related context.  Basic communication of some aspects of industry knowledge and workplace skills, and/or of some detail of one or more observations about a workplace. | Some evidence of reflection (probably more personalised in content) on one or more aspects of processes, values, or issues related to work, industry, and/or the workplace.  Brief review, with some description, of the student’s own abilities, interests, and aspirations in relation to work or future pathways. |
| E | A limited understanding of industry or work.  Limited recognition of aspects of an issue or influence related to work or the workplace. | Some limited application of knowledge to the workplace and/or in a work-related context.  Limited recognition of generic work skills.  Limited independent or collaborative work.  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. | Limited interaction with others in the workplace and/or a work-related context.  Some attempt to communicate on one or more aspects of industry knowledge, work skills, and/or an observation about a workplace. | Limited description of an experience and/or observation of processes, values, or issues related to work, industry, and/or the workplace.  Some attempted recount of the student’s own abilities and interests. |

**INSTRUCTIONS FOR THIS TASK**

**Part 1: VOCATIONAL LEARNING ACTIVITY**

In negotiation with your teacher you are to plan and undertake a Vocational Learning Activity for a minimum of 25-30 hours.

This activity requires you to develop and apply skills in a range of different vocational settings, including but not restricted to:-

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| * Participation in a VET course * Work site visits | * Paid part time work * Work experience/ placement |

**Part 2: VOCATIONAL LEARNING PORTFOLIO**

This task enables you to document your development and application of skills in your Vocational Learning Activity.

Your portfolio should provide evidence about how you have:

* applied your knowledge
* applied your skills
* further developed your skills
* used your generic work skills

**Throughout your Vocational Learning Activity collect the following evidence of your learning** *(evidence will vary according to the nature of your vocational learning activity):-*

* A Journal or logbook detailing 25-30 hours of your vocational learning experiences (using template provided)
* Photos
* Time sheet detailing 25-30 hours
* Work experience agreement form or Agreement to use part time work for study form (if applicable)
* Employer’s report on Vocational Learning (if applicable)
* VET statement of attainment (if applicable)
* A Teacher’s Report will also be included as part of the assessment of this area of study.

*This task is used with the kind permission of Catherine Green, Torrens Valley Christian School.*