Stage 2 Workplace Practices

Assessment Type 3: Reflection

Workplace Reflection

Purpose

This task enables you to reflect on and evaluate your learning experiences as a result of undertaking vocational learning in a workplace.

Description of Assessment

For this task you must prepare a report which reviews and reflects on your vocational learning experience in a workplace. Your report should demonstrate your knowledge and understanding of workplace procedures, safe work practices and workplace legislation. You will use your information compiled in your work placement log book to support your report.

You might like to use the following questions to guide your review and reflection:

Questions give a clear guideline to assist students to structure their response.

1. What type of activities and tasks did you complete during your work placement?

2. What did you observe in regards to the following (choose at least 3):

* Issues and challenges in the workplace
* Skill and knowledge development
* Occupational health and safety
* Equal opportunity
* Communication in the workplace
* Conditions of work
* Culture and values of the workplace

3. How did you find the different routines and procedures that you observed or participated in during your time at the workplace (express your opinions).

No word or time limit is specified in the Subject Outline, but may provide guidance to students in preparing their responses.

Assessment Conditions

The reflection may be presented in written (maximum 600 words) or multimodal form (maximum 5 minutes). Multimodal form should include an oral presentation supported by evidence such as photographs and/or video or PowerPoint/Photo Story presentation.

*This task is used with the kind permission of Paralowie School.*

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| ***Learning Requirements*** | ***Assessment Design Criteria*** | ***Capabilities*** |
| 1. Understand and explain concepts of industry and work  2. Analyse the relationships between work-related issues and practices in workplaces  3. Demonstrate knowledge of the roles of individuals, government legislation and policies, unions, and employer groups in work-related and workplace issues  4. Investigate the dynamic nature of work-related and workplace issues, cultures, and/or environments locally, nationally, and/or globally  5. Demonstrate and apply generic work skills and, where relevant, industry knowledge and skills, in a workplace and/or work-related context  6. Reflect on and evaluate learning experiences in/about the workplace. | Knowledge and Understanding  The specific features are as follows:  KU1 Understanding of knowledge, skills, and competencies appropriate to the relevant industry (i.e. the industry in which the student undertakes vocational learning and/or VET units of competency).  KU2 Understanding and explanation of concepts and issues related to industry and work.  Application  The specific features are as follows:  A1 Application of generic work skills and, where relevant, industry knowledge in the workplace or a work-related context.  A2 Application of relevant knowledge and skills in the context of an industry workplace.  A3 Achievement in units of competency as assessed by the RTO, where VET is included.  Investigation and Analysis  The specific features are as follows:  IA1 Analysis of the relationships between work-related issues, tasks, and/or practices in the workplace.  IA2 Investigation of the dynamic nature of work-related and workplace issues, tasks, cultures, and/or environments locally, nationally, and/or globally.  Reflection and Evaluation  The specific feature is as follows:  RE1 Reflection on and evaluation of learning experiences in/about an industry, and self‑evaluation. | Communication  Citizenship  Personal Development  Work  Learning |

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Student Response

The VET course I have completed is a Certificate III in Allied Health. Overall, the course is completed over two years and as well as this certificate, I also receive a second certificate III for the course I am studying at the moment. This course is Certificate III in Health Services Assistance. The Allied Health certificate gives me the qualifications of being able to work in an allied health environment. During the duration of this course, I focused on what would be expected from me as a health worker, and how to complete activities during this process. I studied modules such as transportation of clients, infection control and manual handling. For the second certificate which is Certificate III Health Services Assistance, we mainly focused on common terminology we need to understand to work in a health workplace such as the human body. I chose to complete this course as I have a high interest in becoming a nurse. Alternatively, the skills I learned through both years of this course can help me for future reference and supply me with a range of experience. In this reflection, I will be reflecting on my perceptions, learning experiences, comparisons and skills I have gained through the course.

Before starting my VET course, I was a little nervous as to what to expect. I imagined that the course would be full of hands on procedures and activities before I had been informed that the course required a lot of work and dedication. Although I wasn't too excited about completing a whole heap of theory work, I noticed its importance and how it related to my future career. I motivated myself to be interested in the work as I knew I would learn a lot of information relevant to being a nurse. Upon reflection, my perspective of what a nursing career involves has changed completely through completing this course. In the beginning, I just saw the practical side and never considered many things I have learnt. In addition, I never knew there were certain pathways I could consider doing as a nurse such as focusing on emergency or palliative care. Learning this made me realise what options are available for me. I now have a whole different perspective of what nurses do and this has increased my interest in the industry. My career pathway has even been altered through learning certain things from this course such as the specific jobs nurses complete and the job opportunities available. Alternatively, I feel that completing certain parts of this course have helped me gain knowledge and skills that I can use in the future.

Reflection and Evaluation

Thorough reflection on the work experience and resulting learning by participating in a VET course and some in-depth self-evaluation are evident. Discussion of the learning experiences show some insightful reflection on various pathways and options available and how knowledge and skills gained may be of use in the future.

The course involved completing a number of activities and tasks. As well as finishing various modules such as WHS rules, transportation of clients, infection control, manual handing and many more. We had the opportunity to complete First Aid training, Mandatory Reporting training and practicing with wheelchairs and other equipment used in all health industries. Learning about a range of different procedures and information about clients was interesting to me. I found that by having the knowledge of how to stay hygienic and safe from infections is significant as I am much more cautious now when washing my hands. Alternatively, participating in procedures increased my awareness of infection control and personal hygiene in a health industry. I felt that by including many hands on procedures during the duration of the course kept me determined to complete the course. A significant activity I learnt about was CPR which I learnt through the First Aid training. CPR may need to be used anywhere at any time and therefore I feel that this was a great skill for me to learn and understand. While learning CPR and demonstrating this to the class for assessment, I felt embarrassed but realised that by knowing this skill, I could save someone's live and this made me feel great.

Nursing to me before I started this course was only the general care of sick or injured people. However, I now know a lot more that I can use in my practice. I also learnt that there are several different job opportunities nurses can take on. For example, you don't just have to be a general registered nurse but you can focus mainly on one section. After discovering this, I decided I would suit best in emergency wards or midwifery. I feel I would connect better with these departments as I can work well under pressure and I love helping children. I loved learning about the different tasks that nurses complete as I would always compare this to myself and ask myself whether I would be able to complete them. Although at the beginning I had a small amount of knowledge about nursing and health topics, by comparing my previous knowledge to the knowledge I know now, I can confidently say that I have widened my awareness and understanding. I feel this will help me in the future as I already have a huge range of skills and knowledge I can continue to expand upon.

Knowledge and Understanding

Comprehensive understanding of knowledge and skills appropriate to the nursing industry. The competencies, knowledge and skills developed in the Certificate courses are acknowledged and an understanding of their relationship to working in the industry is evident.

During the duration of my VET course, I have developed various skills. I have learnt skills and knowledge in the area of bed making, client care, infection control, transport of clients, manual handling and many more. These skills have helped me to feel confident in my approaching future career. For example, I have been taught the step by step bed making instructions ensuring infection control, safe moving of clients and manual handling procedures are considered. This helped me realise that nursing isn't as simple as many people think and it takes a great deal of care to complete each task. As well as the practical side of skills, I have learnt how to show empathy and how to be sincere towards patients. This skill is relevant as it is part of being a nurse. **It** involved the nurses to put themselves in their patients shoes. Due to this importance, I need to use these skills properly. I have learnt to become confident in approaching others and use correct communication skills and I feel this has helped me to want to become a nurse more than I did in the beginning. Furthermore, I have learnt to show initiative skills while working both independently and in a team. Each of these skills are required in the industry of nursing because the job itself is about making patients feel welcome and safe in our care while they are sick whether it be independently or in a team.

Investigation and Analysis

Well-informed analysis of skills required and why these are important to working in the nursing industry.

Overall, I have thoroughly enjoyed my VET course. I would definitely consider recommending this course to others who have an interest in health. Everything I have learned within the modules and practical work has prepared me in becoming confident and aware of skills needed to become a nurse or doctor. Not only do I finish the course with two Certificate IIIbut I also finish with certificates in First Aid, Mandatory Reporting and more. The skills and knowledge I have learned have prepared me as a worker because each is required throughout the career of nursing. As a next step, I need to complete my final year and try to continue my study into nursing by applying for university courses.

**ADDITIONAL COMMENTS**

A perceptive understanding of broad concepts and issues related to nursing is evident. The importance of the development of personal skills, as well as systems required for a safe and effective workplace, is discussed.

Stage 2 Workplace Practices

Assessment Type 3: Reflection

Personal Reflection

Purpose

This task enables you to reflect on and evaluate your learning experiences of the course workplace practices in regards to your knowledge and understanding of work related attributes and attitudes.

Description of Assessment

You are required to prepare a report to review and reflect on the knowledge, skills and qualities you have gained that will assist you with your future career pathways and ambitions. You will critically reflect on how your Vocational Learning and the course Workplace Practices have impacted on the development of the capabilities and required workplace skills and attributes.

You might like to use the following questions to guide your review and reflection:

Knowledge and Skills

* What knowledge and skills have you gained through your workplace learning and the course workplace practices?

Questions give a clear guideline to assist students to structure their response. This helps further understanding of the task and assists student with reflection, and self evaluation, on personal learning.

Personal Attributes

* What are the personal qualities you have been able to demonstrate and how did you do this?
* How important are reliability, communication, cooperation, adaptability, initiative and independence in the workplace?

Career Pathways

* How are the skills, knowledge and personal attributes transferable to other career pathways?
* From what you have learnt what do you think employers value in their employees?
* How have your experiences impacted upon your knowledge of locating and effectively using career information?
* How has your knowledge on the changing nature of work influenced your future career pathways?
* What further knowledge, skills and qualities do you plan to gain in the future and how will you do this? How is this supportive of you career goals?

No word or time limit is specified in the Subject Outline, but may provide guidance to students in preparing their responses.

Assessment Conditions

The reflection must be presented in written form (maximum 600 words) or oral presentation (maximum 5 minutes).

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| ***Learning Requirements*** | ***Assessment Design Criteria*** | ***Capabilities*** |
| 1. Understand and explain concepts of industry and work  2. Analyse the relationships between work-related issues and practices in workplaces  3. Demonstrate knowledge of the roles of individuals, government legislation and policies, unions, and employer groups in work-related and workplace issues  4. Investigate the dynamic nature of work-related and workplace issues, cultures, and/or environments locally, nationally, and/or globally  5. Demonstrate and apply generic work skills and, where relevant, industry knowledge and skills, in a workplace and/or work-related context  6. Reflect on and evaluate learning experiences in/about the workplace. | Knowledge and Understanding  The specific features are as follows:  KU1 Understanding of knowledge, skills, and competencies appropriate to the relevant industry (i.e. the industry in which the student undertakes vocational learning and/or VET units of competency).  KU2 Understanding and explanation of concepts and issues related to industry and work.  Application  The specific features are as follows:  A1 Application of generic work skills and, where relevant, industry knowledge in the workplace or a work-related context.  A2 Application of relevant knowledge and skills in the context of an industry workplace.  A3 Achievement in units of competency as assessed by the RTO, where VET is included.  Investigation and Analysis  The specific features are as follows:  IA1 Analysis of the relationships between work-related issues, tasks, and/or practices in the workplace.  IA2 Investigation of the dynamic nature of work-related and workplace issues, tasks, cultures, and/or environments locally, nationally, and/or globally.  Reflection and Evaluation  The specific feature is as follows:  RE1 Reflection on and evaluation of learning experiences in/about an industry, and self‑evaluation. | Communication  Citizenship  Personal Development  Work  Learning |

Stage 2 Workplace Practices

Assessment Type 3: Reflection

Personal Reflection

Student Response

This year, the workplace practices course I participated in consisted of completing assignments regarding my career pathway. I focused my assignments on the career of nursing as I have wanted to work in this field since completing the PLP in Year 10. In this reflection, I will be discussing the skills and knowledge I have learnt, personal attributes I have developed and my career pathway options.

During the duration of this course, I have learnt a wide range of skills and knowledge essential to become a nurse. For example, through assignments such as industrial relations and the major investigation in which I focused on hand washing, I learnt skills such as manual handling and how to wash hands correctly. Manual handling is important in workplaces because you need to keep yourself as well as others safe. In nursing, bending and moving of clients is the main process of manual handling. I also learnt knowledge about different practical jobs nurses complete and why it is so important in the industry. The course required a section of work placement to be completed; therefore I have also developed skills in approaching others and practical skills they complete such as changing children. The skills and knowledge I have learnt is valuable to me as I am now more confident when I do work placement and feel although the things I have learnt I will be able to use for future reference. My strengths in this course would have to be gathering information and staying interested in the work I am completing. If I was to improve my progress during this course to further develop my skills and knowledge in the area of nursing, I would try to complete more hours of work placement focusing on the specific area of nursing I enjoy most. This would assist me in developing industry specific skills such as working with others, changing and care of children as well as feeding children.

Reflection and Evaluation

Thorough reflection on learning undertaken and skills developed by undertaking work placement is evident. Evidence of insightful thinking is seen in the recognition of the development of personal confidence, importance of perseverance, and a way to further improve.

Working with others, changing and caring for the children and feeding them at work placement led me to develop my personal skills and attributes. The personal skills and attributes I have demonstrated during this course are; organisation, adaptability, professionalism, positive energy and team work. I had the chance to demonstrate these skills mainly during my work placement and during assignments. For example, I needed to introduce myself and be confident to speak to new people I worked with at my work placement. Also, I needed to be able to adapt to working with the special needs children as this was new to me. The skills listed above were essential during my work placement as I needed to make a good impression on the other workers. My work placement involved me completing tasks I have never done before, therefore I needed to adapt to the skills and be organised to complete them each week. I feel although I successfully developed as well as demonstrated these personal skills and I will be able to use them in my career pathway of nursing.

Knowledge and Understanding

Perceptive understanding and insightful explanation of issues related to working in the nursing industry and skills required. An understanding of the importance of developing relevant personal skills in the workplace is acknowledged and the transferability of skills is recognized.

Through completing this course, I have found that skills I have learnt can be transferable to other career pathways. Transferable specific skills I learnt were manual handling and taking peoples observations. For example, the skills I developed in hand washing techniques and how to approach clients is essential and highly valued in the career of nursing. I also learnt transferable skills such as confidence, respect and caring for others. I believe that by me gaining the skills in independence, respect, honesty and integrity, I will be looked upon as a respectful nurse when applying these skills. Experiences such as working as the special school have impacted my knowledge of applying nursing skills such as hygiene practices and showing respect and empathy to the students. Before starting this course, I had every intention to work as a registered nurse at a hospital, but after completing work placement and learning specific skills nurses complete, my mind is still pondering upon whether I should continue to do this or whether I should work with special needs children. This is something I am still yet to decide, however the skills I have developed and knowledge I have learnt can be used in either industry.

In the future, I hope that I am able to develop my knowledge and skills in the area of hands of involvement with clients, as well as knowing how to react to surprising situations. I plan to do this by continuing my studies in my chosen area of either nursing or disability and continuing to ask questions and receive the answers I am looking for. I have applied for a bachelor of nursing degree so I am hoping that my dreams of becoming a nurse come true through this.

**Assessment Type 3 – Workplace Reflection and Personal Reflection**

Together, these two responses for Assessment Type 3: Reflection are an A- grade.

Additional Comments

Overall, a well-informed understanding of knowledge, skills and competencies is evident. The discussion indicates understanding of the relevance of learned knowledge, skills and competencies in the care and health industries.

**Performance Standards for Stage 2 Workplace Practices**

|  | Knowledge and Understanding | Application | Investigation and Analysis | Reflection and Evaluation |
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| A | Comprehensive understanding at an advanced level of knowledge, skills, and competencies appropriate to the relevant industry.  Perceptive understanding and insightful explanation of broad concepts and issues related to industry and work. | Highly proficient and innovative application of a range of generic work skills and, where relevant, extensive industry knowledge in the workplace or a work-related context.  Perceptive application of highly relevant knowledge and skills in the context of an industry workplace.  *Where VET is included, units of competency must have been successfully achieved; the student must have demonstrated competency as assessed by the relevant RTO.* | Perceptive and well-informed analysis of the relationships between a range of work-related issues, tasks, and practices in the workplace.  Thorough, detailed, and well-informed investigation of the dynamic nature of a range of work-related and workplace issues, tasks, cultures, and/or environments locally, nationally, and/or globally. | Thorough and insightful reflection on a range of learning experiences in/about an industry, with in-depth self-evaluation. |
| B | Well-informed understanding of knowledge, skills, and competencies appropriate to the relevant industry.  Clear understanding and well-informed explanation of broad concepts and issues related to industry and work. | Proficient application of a range of generic work skills and, where relevant, broad industry knowledge in the workplace or a work-related context.  Well-considered application of relevant knowledge and skills in the context of an industry workplace.  *Where VET is included, units of competency must have been successfully achieved; the student must have demonstrated competency as assessed by the relevant RTO.* | Well-informed analysis of the relationships between a range of  work-related issues, tasks, and practices in the workplace.  Detailed and informed investigation of the dynamic nature of a number of work-related and workplace issues, tasks, cultures, and/or environments locally, nationally, and/or globally. | Detailed and considered reflection on a number of learning experiences in/about an industry, with some in-depth self-evaluation. |
| C | Informed understanding of knowledge, skills, and competencies appropriate to the relevant industry.  General understanding and informed explanation of broad concepts and issues related to industry and work. | Appropriate application of selected generic work skills and, where relevant, industry knowledge in the workplace or a work-related context.  Considered application of most of the relevant knowledge and skills in the context of an industry workplace.  *Where VET is included, units of competency may have been successfully achieved; the student may have demonstrated competency as assessed by the relevant RTO.* | Informed analysis of the relationships between a number of work-related issues, tasks, and practices in the workplace.  Informed investigation of the dynamic nature of some work-related and workplace issues, tasks, cultures, and/or environments locally, nationally, and/or globally. | Some considered reflection on learning experiences in/about an industry, with some self-evaluation. |
| D | Recognition of knowledge, skills, and/or competencies appropriate to the relevant industry.  Some understanding and description of aspects of broad concepts and issues related to industry or work. | Attempted application of selected generic work skills or, where relevant, some industry knowledge in the workplace or a work-related context.  Attempted application of some knowledge and skills in the context of an industry workplace.  *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.* | Description of the relationship between some aspects of work-related issues, tasks, or practices in the workplace.  Attempted investigation of some aspects of the nature of work-related and/or workplace issues, tasks, cultures, or environments. | Some reflective description and attempted evaluation of learning experiences in/about an industry. |
| E | Limited recognition of knowledge, skills, or competencies appropriate to the relevant industry.  Recall of some aspects of broad concepts or issues related to industry or work. | Attempted application of one or more generic work skills or, where relevant, limited industry knowledge in the workplace or a work-related context.  Identification of limited knowledge and skills in the context of an industry workplace.  *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.* | Identification and attempted description of one or more work-related issues.  Emerging recognition of one or more aspects of the nature of work-related or workplace issues or environments. | Recall of some learning experiences in/about an industry. |

Workplace Reflection

Personal Reflection

Both Reflections