VCE Vocational Major

**Unit 3 Respectful and Ethical Entreperneurs**

Literacy Curriculum

Support Material

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Contents

Contents

[Literacy activities 2](#_Toc173425085)

[Literacy Folio ‘Adulting 101’ 2](#_Toc173425086)

[Adulting 101 Task 1 – Tax file number 2](#_Toc173425087)

[Adulting 101 Task 1 – Activity 1.1 Summary table 2](#_Toc173425088)

[Adulting 101 Task 1 – Activity 1.2 real-life scenarios 4](#_Toc173425089)

[Adulting 101 Task 1 – Activity 1.3 Tax file declaration form 6](#_Toc173425090)

[Adulting 101 Task 2 – Payslips 8](#_Toc173425091)

[Adulting 101 Task 2 – 2.1 Highlight and summarise 8](#_Toc173425092)

[Adulting 101 Task 2 – 2.2 Applying knowledge 10](#_Toc173425093)

[Adulting 101 Task 3 – Budgeting 12](#_Toc173425094)

[Adulting 101 Task 3 – 3.1 Locating and brainstorming information 12](#_Toc173425095)

[Adulting 101 Task 3 - 3.2 Researching and identifying weekly costs 14](#_Toc173425096)

[Adulting 101 Task 3- 3.3 Reflection 17](#_Toc173425097)

[Adulting 101 Task 4 – Centrelink, Healthcare card and medicare task 18](#_Toc173425098)

[Adulting 101 Task 4 – Activity 4.1 Centrelink 18](#_Toc173425099)

[Adulting 101 Task 4 – Activity 4.2 Healthcare card 20](#_Toc173425100)

[Adulting 101 Task 4 – Activity 4.3 Medicare card 21](#_Toc173425101)

[Adulting 101 Task 5 – Road ready 23](#_Toc173425102)

[Adulting 101 Task 5 – Activity 5.1 Identifying and summarising information 23](#_Toc173425103)

[Adulting 101 Task 5 – Activity 5.2 Research 25](#_Toc173425104)

[Adulting 101 Task 6 – Moving out 28](#_Toc173425105)

[Adulting 101 Task 6 – Activity 6.1 28](#_Toc173425106)

[Adulting 101 Task 7 – To buy or to rent? 31](#_Toc173425107)

[Adulting 101 Task 7 – Activity 7.1 Brainstorming prior knowledge 31](#_Toc173425108)

[Adulting 101 Task 7 – Activity 7.2 Article analysis 33](#_Toc173425109)

[Adulting 101 Task 7 – Activity 7.3 Video analysis 35](#_Toc173425110)

[Adulting 101 Task 8 – Starting your own business 37](#_Toc173425111)

[Adulting 101 Task 9 – Final task 39](#_Toc173425112)

[Adulting 101 Task 9 – Activity 9.1 Planning 39](#_Toc173425113)

[Adulting 101 Task 9 – Activity 9.2 Create 42](#_Toc173425114)

[Adulting 101 Task 9 – Activity 9.3 Reflect 43](#_Toc173425115)

# **Literacy activities**

## Literacy Folio ‘Adulting 101’

# **Adulting 101 Task 1 – Tax file number**

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| --- |
| Task Checklist |
| Students will complete the following for their Literacy folio.  Task 1- Actvitity 1.1 Summary table  Task 1- Activity 1.2 Application to real-life scenarios  Task 1- Activity 1.3 Tax file declaration questions |

## Adulting 101 Task 1 – Activity 1.1 Summary table

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Description automatically generated **Part 1:** Read over the following information below.

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Description automatically generated with medium confidence You can also find the following information via this website: [Tax file number | Australian Taxation Office (ato.gov.au)](https://www.ato.gov.au/individuals-and-families/tax-file-number)

About your TFN

A tax file number (TFN) is your personal reference Number in the tax & superannuation systems.

It is free to  [Apply for a TFN](https://www.ato.gov.au/individuals-and-families/tax-file-number/apply-for-a-tfn)

Your TFN is:

* A unique number (usually 9 digits)
* An important partt of your identity
* Yours for life- you keep your TFN even if you change jobs or name, move interstate or go overseas

Where to find your TFN

If you already have a TFN, you can find it:

* In the [ATO App](https://www.ato.gov.au/online-services/online-services-for-individuals-and-sole-traders/ato-app) or on your ATO online account if you have a myGov account linked to the ATO
* On your income tax notice of assessment
* On some letters we send to you
* On a payment summary or income statement from your employer
* On your superannuation account statement

If you use a registered tax agent, you can also ask them for your TFN

Contact us as soon as possible if you think your [TFN is lost, stolen or being misused](https://www.ato.gov.au/individuals-and-families/tax-file-number/lost-or-stolen-tfn)

If you don’t already have a TFN

You can apply for a TFN at any age. However, if you apply online using myGOvID, you must be 15 years old or older and have a passport.

Not having a TFN

You don’t have to have a TFN, but without one, your employer or financial institution must withhold more tax from payments they make to you. Without a TFN, you:

* Can’t apply for government benefits or allowances, such as JobSeeker
* Can’t lodge your tax return online
* Can't apply for an Australian Business Number (ABN)

When you get your TFN

You generally receive your TFN within 28 days after we have received the completed application and required identity documents. We will send your TFN to your postal address or email address you put on your application, depending on how you applied.

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Description automatically generated **Part 2:** Summarise the information in the table below:

|  |  |
| --- | --- |
| **Five W Analysis** | **Your response** |
| What is a tax file number? |  |
| Who has a tax file number? |  |
| When does a person get a taxfile number? |  |
| Where can you find your tax file number? |  |
| Why do you have a taxfile number? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 1 Activity 1.1 -Summary table  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You have attempted some aspects of the summary table. To bump it up, re-read the task requirements and complete all aspects of the table. | **Consolidating**: You have attempted all aspects of the summary table. To bump it up, complete all aspects in further detail. | **Achieving:** You have completed all aspects of the summary table. To bump it up, try to add further details to your responses. | **Excelling:** You have  completed all aspects of the summary table with detailed responses and correct answers.Great work! |
| Teacher Comment: | | | | |

## Adulting 101 Task 1 – Activity 1.2 real-life scenarios

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Description automatically generated **Part 1:** Identify the relevant information from the resource below and apply it to real-life scenarios.

**Resource:** Open and utilise the following information. [‘Apply for a TFN’](https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/).

**Scenario 1**: Mary is 16 years old and has a passport that has been expired for two years. Mary is an Australian Citizen and she was born in Australia. Mary is looking to apply for a Tax File Number. Which of the following would she select?

Australian citizens with an Australian passport

Australian residents

Foreign passport holders, permanent migrants and temporary visitors

People living outside Australia

Norfolk Island residents

Aboriginal and Torres Strait Islander people

There is an eligibility criteria to be able to apply for a Tax File Number online. Outline the eligibility criteria in the space below.

|  |
| --- |
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Based on the eligibility criteria, is Mary eligible to apply for a Tax File Number online? Justify your answer by referring to each of the criteria and whether or not Mary meets this criterion.

|  |
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**Scenario 2**: Raj was born in India and has a ‘working holiday makers’ Visa (subclass 417 and 462). Raj is temporarily visiting Australia. Raj is in Australia and wants to apply for a Tax File Number.

Raj is looking to apply for a Tax File Number. Which of the following would they select?

Australian citizens with an Australian passport

Australian residents

Foreign passport holders, permanent migrants and temporary visitors

People living outside Australia

Norfolk Island residents

Aboriginal and Torres Strait Islander people

Based on the eligibility criteria you outlined in Mary’s scenario, is Raj eligible to apply for a Tax File Number online? Justify your answer by referring to each of the criteria and whether or not Raj meets this criterion.

|  |
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| Task 1 Activity 1.2 –Scenarios  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You have attempted some aspects of applying knowledge tasks. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating**: You have attempted all aspects of the applying knowledge tasks. To bump it up, re-read the task requirements and complete all aspects in further detail. | **Achieving:** You have completed all aspects of the applying knowledge tasks. To bump it up, re-check your responses to see you have chosen the correct answer and try to add further details to your responses. | **Excelling:** You have completed all aspects of the applying knowledge tasks with detailed responses and correct answers.Great work! |
| Teacher Comment: | | | | |

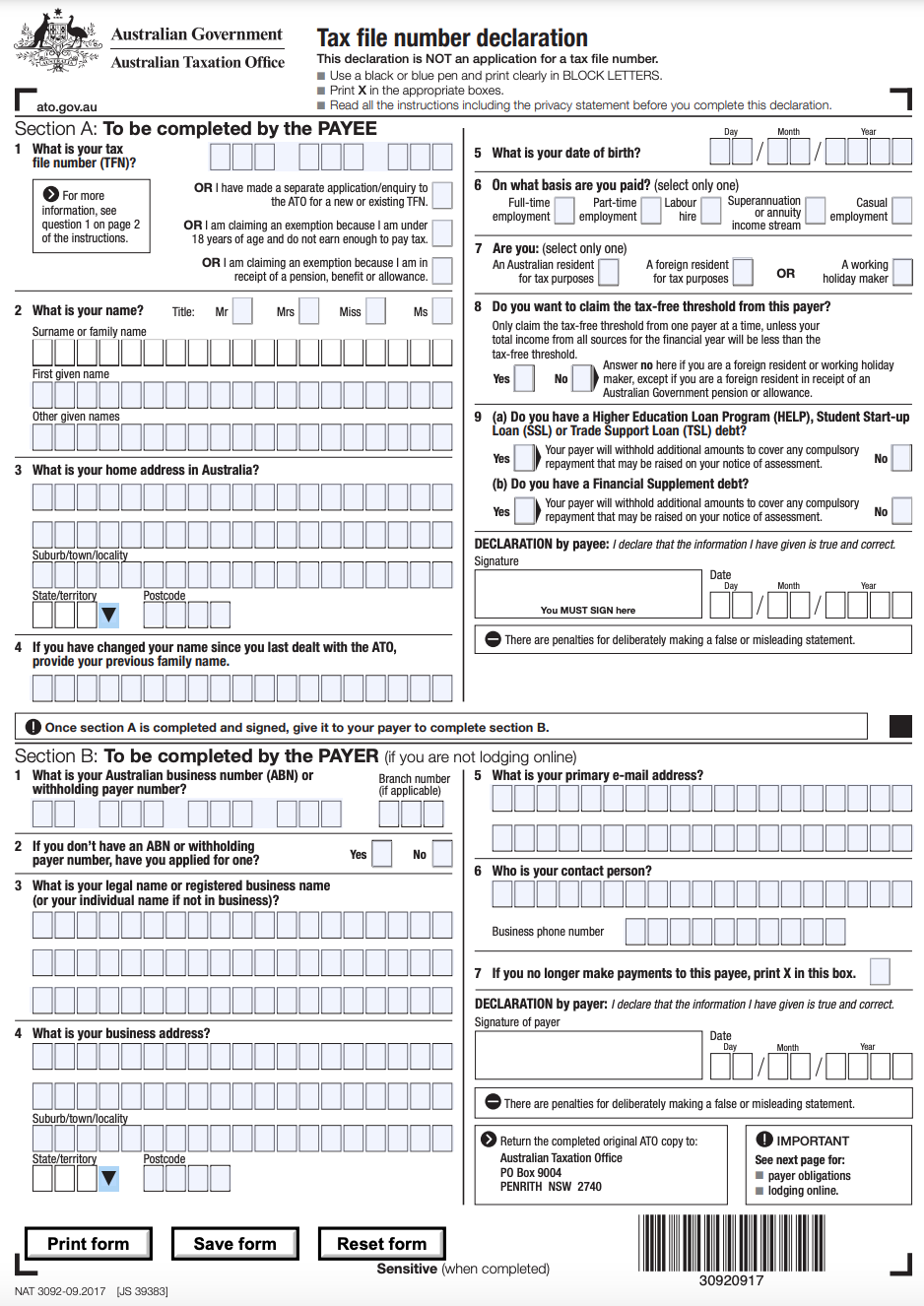
## Adulting 101 Task 1 – Activity 1.3 Tax file declaration form

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Description automatically generated **Part 1:** When you begin a new job, you will need to complete a ‘Tax file number declaration’. Answer the following questions based on the ‘Tax file declaration’ form below.

****

1. The form is broken down into two sections, payee and payer.

Write a definition below of payee and payer. You may need to research these terms.

|  |
| --- |
| A purple icon with check marks  Description automatically generated  **Payee:**  **Payer:** |

1. You have recently got a new job and you are required to fill out the ‘Tax file declaration’ form above. What section would you complete?

SECTION A

SECTION B

1. Ensuring you read the instructions is an important part of completing forms. Find the following information on the ‘Tax file declaration’ form above.

|  |
| --- |
| A purple icon with check marks  Description automatically generated  What colour pen will you use when completing the form?  What type of letters will you use on this form?  What symbol/letter do you put in the appropriate boxes? |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 1 Activity 1.3 –Tax file declaration form  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You have attempted some aspects of the tax file declaration form questions. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating**: You have attempted all aspects of the tax file declaration form questions. To bump it up, re-read the task requirements and complete all aspects in further detail. | **Achieving:** You have completed all aspects of the tax file declaration form questions. To bump it up, re-check your responses to see you have chosen the correct answer and try to add further details to your responses. | **Excelling:** You have completed all aspects of the tax file declaration form questions with detailed responses and correct answers.Great work! |
| Teacher Comment: | | | | |

# **Adulting 101 Task 2 – Payslips**

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| --- |
| Task Checklist |
| Students will complete the following for their Literacy folio.  Task 2- Activity 1.1 Highlight and summarise provided text.  Task 2- Activity 1.2 Application of knowledge. |

## Adulting 101 Task 2 – 2.1 Highlight and summarise

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Description automatically generated **Part 1:** Highlight and summarise the text provided from the Fair work Ombudsman. Information is provided from the following website: [Welcome to the Fair Work Ombudsman website](https://www.fairwork.gov.au/)

|  |
| --- |
| [**Pay slips:**  Pay slips ensure that employees receive the correct pay and entitlements and help employers to keep accurate and complete records.](https://www.fairwork.gov.au/pay-and-wages/paying-wages/pay-slips)  [**When pay slips should be given.** Pay slips have to be given to an employee within 1 working day of payday, even if an employee is on leave.](https://www.fairwork.gov.au/pay-and-wages/paying-wages/pay-slips)  [**How pay slips should be given.** Pay slips have to be in either electronic form or hard copy. Electronic pay slips must have the same information as paper pay slips.](https://www.fairwork.gov.au/pay-and-wages/paying-wages/pay-slips) |

A purple icon with check marks

Description automatically generated **Part 2:** From the words you highlighted above, summarise each of the paragraphs above.

**Payslips:**

|  |
| --- |
|  |

**When a payslip should be given:**

|  |
| --- |
|  |

**How pay slips should be given:**

|  |
| --- |
|  |

A purple icon with check marks

Description automatically generated **Part 3:** Highlight the keywords in the text provided below. Information is provided from the following website: [Welcome to the Fair Work Ombudsman website](https://www.fairwork.gov.au/)

|  |
| --- |
| **What a pay slip should have on it** Pay slips have to cover details of an employee’s pay for each pay period. Below is a list of what to include:   * employer’s and employee’s name * employer’s Australian Business Number (if applicable) * pay period * date of payment * gross and net pay * if the employee is paid an hourly rate:   -the ordinary hourly rate  -the number of hours worked at that rate  -the total dollar amount of pay at that rate   * any loadings (including casual loading), allowances, bonuses, incentive-based payments, penalty rates or other paid entitlements that can be separated out from an employee’s ordinary hourly rate. For example, a note could be included on a pay slip that the hourly rate incorporates the relevant casual loading. * the pay rate that applied on the last day of employment   -any deductions from the employee's pay, including:  -the amount and details of each deduction  -the name, or name and number of the fund/account the deduction was paid into   * any superannuation contributions paid for the employee’s benefit, including:   -the amount of contributions made during the pay period (or the amount of contributions that the employer intends to make)  -the name, or the name and number, of the superannuation fund the contributions were (or will be) made to. |

A purple icon with check marks

Description automatically generated **Part 4:** From the words you highlighted, summarise their meaning below.

|  |
| --- |
| **What a pay slip should have on it:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 2 Activity 2.1 –Highlight and summarise  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You were able to highlight some key words. To bump it up, you need to complete all aspects of the task. | **Consolidating**:  You were able to identify several keywords from text and summarise the text that was provided. To bump it up, try to identify more key words and add more details to your responses. | **Achieving:** You were able to identify a range of key words in each of the provided texts and provide a succinct summary of the text. To bump ot up, try to identify more key words and add more details to your responses. | **Excelling:** You were able to identify a vast range of key words in each of the provided texts and provide a concise summary. Overall, well done. |
| Teacher Comment: | | | | |

## Adulting 101 Task 2 – 2.2 Applying knowledge

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Description automatically generated **Part 1:** Applying knowledge to self. Complete the following questions below.

1. I am currently employed at…

|  |
| --- |
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1. I receive my payslips on …

|  |
| --- |
| A purple icon with check marks  Description automatically generated |

1. If possible, please find a previous pay slip for your workplace. Add an image of your pay slip below.

|  |
| --- |
| A purple icon with check marks  Description automatically generated |

A group of people in a room

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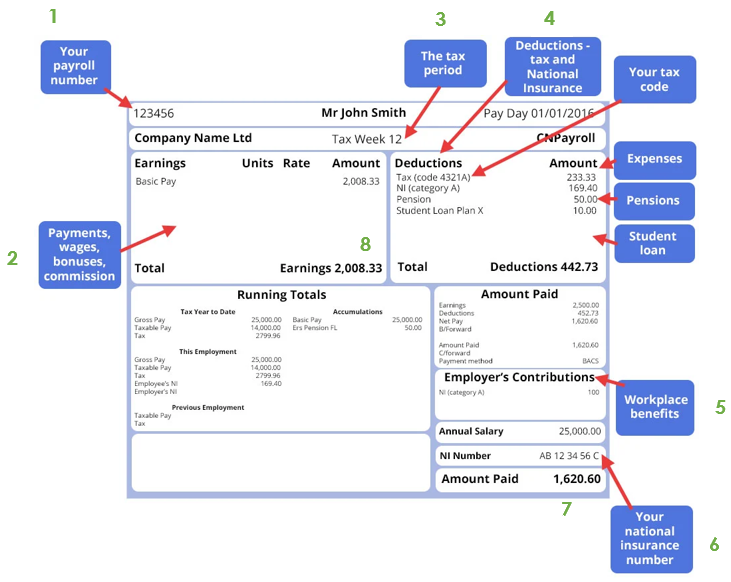
Description automatically generated A purple icon with check marks

Description automatically generated **Part 2 :** Complete the tasks on your paylip in part 1 below.

1. Copy your summarised dot points from Task 2 Activity 1.1 ‘What a pay slip should have on it’ and put it in a checklist below.

|  |
| --- |
| A purple icon with check marks  Description automatically generated Add checklist here. |

2. Annotate your payslip above with each of the dot points below. See the worked example.

[](https://averagemoneymanagement.wordpress.com/2022/07/29/understanding-your-payslip/)

3.Tick the checklist boxes in Part 2 question 1 of this activity as your annotate your own.

4. If one piece of information is not on the pay slip, please highlight the dot point in red.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 2 Activity 2.2 –Application of knowledge  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You were able to identify some elements on a pay slip. To bump it up, you need to annotate more elements from the pay slip. | **Consolidating**: You were able to identify and annotate most components on the pay slip. To bump it up, ensure you have annotated every element on the pay slip. | **Achieving:** You have identified all components on the pay slip through annotating. To bump it up, make sure you have addressed elements that are not on the payslip you have provided. | **Excelling:** You have identified all components on the pay slip through annotating. You have addressed elements that are not on the payslip you have provided. Great work! |
| Teacher Comment: | | | | |

# **Adulting 101 Task 3 – Budgeting**

|  |
| --- |
| Task Checklist |
| Students will complete the following for their Literacy folio.  Task 3- Actvitity 3.1 Locating and brainstorming information  Task 3- Activity 3.2 Researching and identifying weekly costs and budget  Task 3- Activity 3.3 Reflection |

## Adulting 101 Task 3 – 3.1 Locating and brainstorming information

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Description automatically generated **Part 1:** Find the right pay for your job. On the Fair Work Ombudsman Website, find the right pay for your job.

* Visit [‘The Pay and Conditions Tool’](https://calculate.fairwork.gov.au/) Website.
* Press the ‘Pay Calculator’ button.
* Follow the prompts.

|  |
| --- |
| A purple icon with check marks  Description automatically generatedAdd a screenshot of your results here. |

A purple icon with check marks

Description automatically generated **Part 2:** Using the weekly salary above, calculate 35% of your weekly wage. This is how much you have to spend on rent.

**Worked example**

|  |
| --- |
| A purple icon with check marks  Description automatically generated  **Weekly income:**  $700  **Calculating 35% example:**  $700 x 0.35  **Answer:**  $245 |

**Your weekly rent:**

|  |
| --- |
| A purple icon with check marks  Description automatically generated |

**Part 3:** When moving out of home, there are many weekly costs that you must think about. Brainstorm all the weekly expenses you can think of below.

|  |
| --- |
| A purple icon with check marks  Description automatically generated **Hint:** think insurance, bills, food, entertainment etc. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 3 Activity 3.1 –Locating and brainstorming information  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You have attempted some aspects of this activity. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating**: You have attempted all aspects of this activity. To bump it up, re-read the task requirements and complete all aspects in further detail. | **Achieving:** You have completed all aspects of of this activity. To bump it up,re-check your responses to see you have chosen the correct answer and try to add further details to your responses. | **Excelling:** You have completed all aspects of this activity with highly detailed responses and correct answers.Great work! |
| Teacher Comment: | | | | |

## Adulting 101 Task 3 - 3.2 Researching and identifying weekly costs

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Description automatically generated with medium confidence A purple icon with check marks

Description automatically generated **Part 1:** Create a weekly shopping list using an online grocery store website.

Add extra rows to your table if you need to.

[Coles](https://www.coles.com.au/)[Woolworths](https://www.woolworths.com.au/')

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity** | **Price** | **Total price** |
| **Example:** Strawberries | 2 punnets | $2.50 | $5 |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| **Grocery weekly total** | | |  |

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Description automatically generated with medium confidence A purple icon with check marks

Description automatically generated **Part 2:** Health insurance - visit the [**nib Health Insurance**](https://www.nib.com.au/health-insurance/singles) website.  
  
Press ‘Get Quote’   
Click on ‘Singles cover’   
Click ‘Get a quote’.   
Find the Health Insurance you think is best for you.

How much per week would you spend on Private Health Insurance?

|  |
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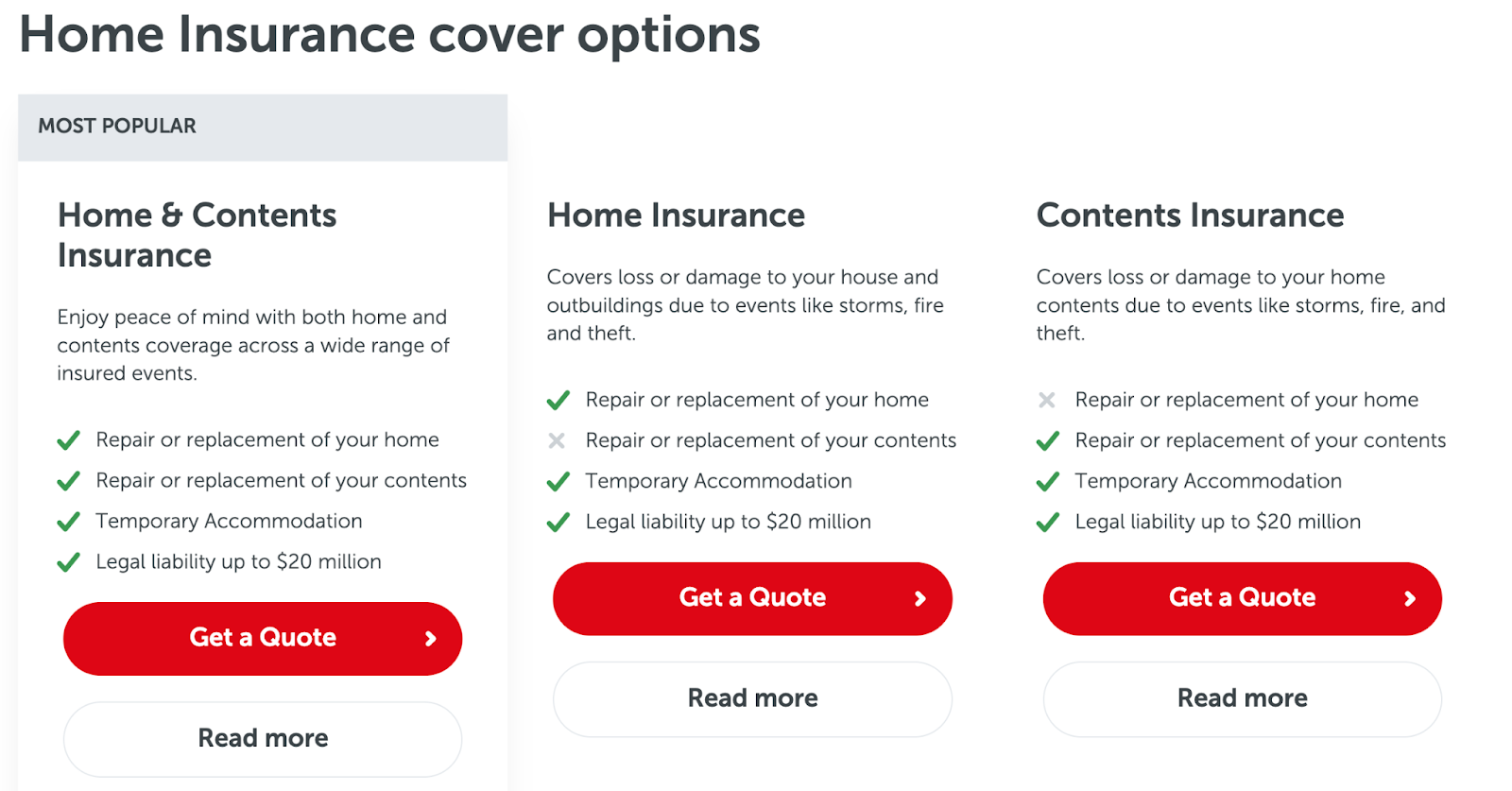
A group of people in a room

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Description automatically generated **Part 3:** For Home and contents insurance review the options and then answer the questions below. The following options have been provided from the budget direct website linked here [Cheap Home Insurance Quotes | Save 30%^ Online (budgetdirect.com.au)](https://www.budgetdirect.com.au/home-contents-insurance.html):



1. If you are renting which is the best option for you?

|  |
| --- |
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1. Use one of the websites below to get a home insurance quote.  
   [Budget Direct](https://www.budgetdirect.com.au/home-contents-insurance.html)[Compare the Market](https://www.comparethemarket.com.au/home-contents-insurance/)[AAMI](https://www.aami.com.au/home-insurance/building-and-contents.html)[Allianz](https://www.allianz.com.au/home-insurance.html)

How much per week would you spend on Home Insurance?

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Description automatically generated **Part 4:** For car insurance complete the following questions.

Use one of the websites below to get a car insurance quote.  
[Compare the Market](https://www.comparethemarket.com.au/car-insurance/)

[Budget Direct](https://www.budgetdirect.com.au/car-insurance.html)[Allianz](https://www.allianz.com.au/car-insurance.html)1. How much per week would you spend on car Insurance?

|  |
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A group of people in a room

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Description automatically generated **Part 5:** Other costs to consider include bills, transport costs (including petrol), entertainment etc. In the table below, please write down any other costs that you would need to consider when moving out of home. Make sure this is converted into the cost per week.

[**Average monthly bill expenses:**](https://www.myconnect.com.au/post/cost-living-australia)

|  |  |
| --- | --- |
| **Expense** | **Single Person household** |
| **Electricity** | **$78** |
| **Gas** | **$60** |
| **Water** | **$75** |
| **Internet** | **$75** |

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Description automatically generated **Other weekly expenses:**

|  |  |
| --- | --- |
| **Expense** | **Cost per week ($)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** | **$ per week** |

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Description automatically generated **Part 6:** Use [The Budget Planner](https://moneysmart.gov.au/budgeting/budget-planner) website and create a budget. Use all of the costings you have identified in the above activities.

|  |
| --- |
| A purple icon with check marks  Description automatically generated Add screenshot of budget here. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 3 Activity 3.2 –Researching and identifying weekly costs  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You have attempted some aspects of this activity. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating**: You have attempted most aspects of this activity. To bump it up, re-read the task requirements and complete all aspects in further detail. | **Achieving:** You have completed all aspects of this activity. To bump it up- re-check your responses and try to add further details to your responses. | **Excelling:** You have completed all aspects of this activity with detailed responses and correct answers.Great work! |
| Teacher Comment: | | | | |

## Adulting 101 Task 3- 3.3 Reflection

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Description automatically generated **Part 1:** Complete the table below to reflect on your budget and identify areas that you could improve on.

|  |  |  |
| --- | --- | --- |
| **Positives** | **Negatives** | **Areas I can improve on/ action I can take** |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 3 Activity 3.3 –Reflection  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You have attempted some aspects of your reflection. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating**: You have attempted all aspects of your reflection. To bump it up, re-read the task requirements and complete all aspects in further detail. | **Achieving:** You have completed all aspects of your reflection with basic responses.To bump it up, re-check your responses and try to add further details. | **Excelling:** You have completed all aspects o your reflection with detailed responses.Great work! |
| Teacher Comment: | | | | |

# **Adulting 101 Task 4 – Centrelink, Healthcare card and medicare task**

|  |
| --- |
| Task Checklist |
| Students will complete the following for their Literacy folio.  Task 4- Activity 4.1 Centrelink  Task 4- Activity 4.2 Health care card  Task 4- Activity 4.3 Medicare card |

## Adulting 101 Task 4 – Activity 4.1 Centrelink

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Description automatically generated **Part 1:** What do your currently know about centrelink?

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Description automatically generated **Part 2:** Visit the [**Centrelink**](https://www.servicesaustralia.gov.au/get-centrelink-payment?context=1#dc-53498-s-0-3-5-7-8) website. List three benefits that you can claim through Centrelink. Summarise each one and explain how you can claim it.

|  |  |  |  |
| --- | --- | --- | --- |
| **Benefit name** | **Summary of the benefit** | **How can you claim this benefit** | **Provide an example of when this benefit could be used.** |
| Example -  Carers Payment | This payment is for people who are providing constant care for another person who is suffering from an illness, or disability or an adult who is frail aged. | 1. Click on the following [link](https://www.servicesaustralia.gov.au/how-to-claim-carer-payment?context=21816). 2. Answer the eligibility questions provided on the website. 3. Follow the steps provided. 4. You may need supporting documents. | Lauren’s Mum is 87. She is frail and cannot be left by herself. She does not wish to go into care and Lauren has become the full-time carer for her Mum. This means Lauren is unable to work. Lauren could apply for the carer's payment which would support her in being a full-time carer for her Mum. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 4 Activity 4.1 –Centrelink  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You have attempted some aspects of the Centrelink tasks. To bump it up, re-read the task requirements and complete all aspects of the task | **Consolidating**: You have attempted most aspects of the Centrelink tasks. To bump it up, re-read the task requirements and complete all aspects in further detail. | **Achieving:** You have completed all aspects of the Centrelink tasks. To bump it up, re-check your responses to see you have chosen the correct answer and try to add further details to your responses. | **Excelling:** You have completed all aspects the Centrelink tasks with detailed responses and correct answers.Great work! |
| Teacher Comment: | | | | |

## Adulting 101 Task 4 – Activity 4.2 Healthcare card

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Description automatically generated with medium confidence A purple icon with check marks

Description automatically generated **Part 1:** Visit the [**Healthcare Card**](https://www.servicesaustralia.gov.au/health-care-card) website and answer the questions below.

1. What is a ‘Healthcare Card’?

|  |
| --- |
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1. Provide a summary of who is eligible for a ‘Healthcare Card’.

|  |
| --- |
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1. How do you apply for a ‘Healthcare Card’?

|  |
| --- |
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1. What are the benefits of having a health care card? List at least six.

|  |
| --- |
| A purple icon with check marks  Description automatically generated |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 4 Activity 4.2 –Healthcare card  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You have attempted some questions for the Healthcare Card task. To bump it up, re-read the task requirements and complete all questions for the task. | **Consolidating**: You have attempted most of the questions for the Healthcare Card task. To bump it up, re-read the task requirements and complete all questions with detailed responses. | **Achieving:** You have completed all questions for the Healthcare Card task. To bump it up- re-check your responses and try to add further details to your responses. | **Excelling:** You have completed all questions for the Healthcare Card questions with detailed responses and correct answers.Great work! |
| Teacher Comment: | | | | |

## Adulting 101 Task 4 – Activity 4.3 Medicare card

A group of people in a room

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Description automatically generated with medium confidence A purple icon with check marks

Description automatically generated **Part 1:** Visit the[**Medicare Card**](https://www.servicesaustralia.gov.au/medicare-card)  website and answer the questions below.

1. What is a medicare card?

|  |
| --- |
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1. What do you use a medicare card for?

|  |
| --- |
| A purple icon with check marks  Description automatically generated |

1. Who is eligible for a medicare card?

|  |
| --- |
| A purple icon with check marks  Description automatically generated |

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Description automatically generated with medium confidence A purple icon with check marks

Description automatically generated **Part 2:** Go to the ‘[Medicare enrolment form](https://www.servicesaustralia.gov.au/ms004)’. Download the form. Practise filling out the form and complete the table below. Make sure you put all your answers into your own words.

|  |  |
| --- | --- |
| **Question** | **Your response** |
| When do you use this form? |  |
| What is a My health record? |  |
| Write some tips and tricks for filling out this form.  Example- the colour pen you would use. |  |
| What documents are required when enrolling for Medicare for the first time? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 4 Activity 4.3 –Medicare  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You have attempted some aspects of the Medicare Card tasks. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating**: You have attempted most aspects of the Medicare Card tasks. To bump it up, re-read the task requirements and complete all aspects in further detail. | **Achieving:** You have completed all aspects of the Medicare Card tasks. To bump it up, re-check your responses to see you have chosen the correct answer and try to add further details to your responses. | **Excelling:** You have completed all aspects of the Medicare Card tasks with detailed responses and correct answers.Great work! |
| Teacher Comment: | | | | |

# **Adulting 101 Task 5 – Road ready**

|  |
| --- |
| Task Checklist |
| Students will complete the following for their Literacy folio.  Task 5- Actvitity 5.1 Identifying and summarising information  Task 5- Activity 5.2 Research |

## Adulting 101 Task 5 – Activity 5.1 Identifying and summarising information

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Description automatically generated **Part 1:** You have just turned 18 and you are ready to get your licence. There are some important pieces of information you need to consider to help you with this process. Go to the following [Vic Roads Website.](https://www.vicroads.vic.gov.au/licences/your-ps/get-your-ps/are-you-ready-for-the-drive-test-checklist) Complete the activities below.

1. Locate the information under the heading ‘You are ready to attempt the new test if’. Copy and paste this information below. Highlight the keywords in the text below.

|  |
| --- |
| A purple icon with check marks  Description automatically generated |

1. From the keywords you have highlighted above, provide a summary of ‘you are ready to attempt the new test if’.

|  |
| --- |
| A purple icon with check marks  Description automatically generated |

1. On the same [website](https://www.vicroads.vic.gov.au/licences/your-ps/get-your-ps/are-you-ready-for-the-drive-test-checklist), Vic Roads provides a list of ‘safe driving behaviours while driving in different conditions’. There are eight listed. Identify these eight behaviours below.

|  |
| --- |
| A purple icon with check marks  Description automatically generated  1.  2.  3.  4.  5.  6.  7.  8. |

1. It is important that you bring all the items required on the day of your test. What do you need to bring to your appointment?

|  |
| --- |
| A purple icon with check marks  Description automatically generated |

1. There is another test requirement that you must pass to be eligible to sit a driving test. What is this test called?

|  |
| --- |
| A purple icon with check marks  Description automatically generated |

1. What is the cost of the ‘Hazard Perception Test’ and the ‘Drive Test’?

|  |
| --- |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 5 Activity 5.1 –Identifying and summarising information  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You have attempted some aspects of identifying and summarising information tasks. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating**: You have attempted most aspects of identifying and summarising information tasks. To bump it up, re-read the task requirements and complete all aspects in further detail. | **Achieving:** You have completed all aspects of identifying and summarising information tasks. To bump it up, re-check your responses to see you have chosen the correct answer and try to add further details to your responses. | **Excelling:** You have completed all aspects of identifying and summarising information tasks with detailed responses and correct answers.Great work! |
| Teacher Comment: | | | | |

## Adulting 101 Task 5 – Activity 5.2 Research

A group of people in a room

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Description automatically generated **Part 1:** Research is important when buying your first car. Look up some tips, tricks and suggestions that may be important to consider when buying your first car. Create a list below.

|  |
| --- |
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A purple icon with check marks

Description automatically generated **Part 2:** You are interested in a second-hand car. You have arranged to go and inspect the car. Come up with / or research three important questions to ask the person selling the car.

|  |
| --- |
| A purple icon with check marks  Description automatically generated  1.  2.  3. |

A purple icon with check marks

Description automatically generated **Part 3:** Research the pros and cons of buying new and used cars.

**New car:**

|  |  |
| --- | --- |
| **Pros** | **Cons** |
| A purple icon with check marks  Description automatically generated | A purple icon with check marks  Description automatically generated |

**Used car:**

|  |  |
| --- | --- |
| **Pros** | **Cons** |
| A purple icon with check marks  Description automatically generated | A purple icon with check marks  Description automatically generated |

A purple icon with check marks

Description automatically generated **Part 4:** Knowing exactly what you want is important when making a big decision like buying your first car. Complete the following table to prioritise what you are looking for in your first car. List a minimum of 5 for each category. **Hint-** Think of things such as brand, model, make, how many seats, features, fuel type etc.

|  |  |  |
| --- | --- | --- |
| **Must have** | **Nice to have** | **Wish list** |
| A purple icon with check marks  Description automatically generated  1.  2.  3.  4.  5. | A purple icon with check marks  Description automatically generated  1.  2.  3.  4.  5. | A purple icon with check marks  Description automatically generated  1.  2.  3.  4.  5. |

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Description automatically generated **Part 5:** Go onto an online car sales website. Search for a car that ticks all your ‘must have’ boxes. Find three and complete the following analysis tables below. You could use the following website or choose your own- [carsales.com.au](https://www.carsales.com.au/).

**Car 1:** A purple icon with check marks

Description automatically generated Add link to car here.

|  |  |  |  |
| --- | --- | --- | --- |
| **Photo** | **Price** | **Pros** | **Cons** |
|  |  |  |  |

**Car 2:** A purple icon with check marks

Description automatically generated Add link to car here.

|  |  |  |  |
| --- | --- | --- | --- |
| **Photo** | **Price** | **Pros** | **Cons** |
|  |  |  |  |

**Car 3:** A purple icon with check marks

Description automatically generated Add link to car here.

|  |  |  |  |
| --- | --- | --- | --- |
| **Photo** | **Price** | **Pros** | **Cons** |
|  |  |  |  |

A purple icon with check marks

Description automatically generated **Part 6:** From all of your research above select a car would you choose to purchase? Explain why in detail.

|  |
| --- |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 5 Activity 5.2 –Research  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You have attempted some aspects of the research task. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating**: You have attempted most aspects of the research task. To bump it up, re-read the task requirements and complete all aspects in further detail. | **Achieving:** You have completed all aspects of the research task. To bump it up, re-check your responses and try to add further details to your responses. | **Excelling:** You have completed all aspects of the research task with detailed responses.Great work! |
| Teacher Comment: | | | | |

# **Adulting 101 Task 6 – Moving out**

|  |
| --- |
| Task Checklist |
| Students will complete the following for their Literacy folio.  Task 6- Activity 6.1 Moving out |

## Adulting 101 Task 6 – Activity 6.1

A green and orange puzzle piece with a person standing on it

Description automatically generatedA purple icon with check marks

Description automatically generated **Part 1:** You have decided to move out of home. Brainstorm at least six things you should consider when moving out of home for the first time. Double click on the image below. Open up the draw feature and add in your own responses. Click ‘save and close’ when you are done.

**Moving Out**

A group of people with arrows

Description automatically generated A purple icon with check marks

Description automatically generated **Part 2:** You are moving out of home and renting a house with a friend. What items will you need to move out?  Make a list with one other person you are house sharing with.

|  |
| --- |
| A purple icon with check marks  Description automatically generated |

A group of people with arrows

Description automatically generated A purple icon with check marks

Description automatically generated **Part 3:** You and your partner are to find the cheapest price for each of your items on the list above, new and used. One person will find a price to buy the item new and the other will find the price of a ‘used’ item. You made need to add more rows to the table below.

Hint- For ‘new’ furniture, think Fantastic Furniture, Kmart, Amart, etc. For ‘used’ furniture think eBay, gumtree, op shop etc.

|  |  |  |
| --- | --- | --- |
| **Item** | **Cost for new item** | **Cost for used item** |
| A purple icon with check marks  Description automatically generated Add item name. | A purple icon with check marks  Description automatically generated Add item name, price, photo and link to where you found the item. | A purple icon with check marks  Description automatically generated Add item name, price, photo and link to where you found the item |
|  |  |  |
|  |  |  |
|  |  |  |
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Description automatically generated with medium confidenceA green and orange puzzle piece with a person standing on it

Description automatically generatedA purple icon with check marks

Description automatically generated **Part 4:** Find three houses/flats/units to rent. Insert a screenshot of these below including the price per week.

**Hint:** You could use [realestate.com.au](https://www.realestate.com.au/)Make sure you click on ‘rent’.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Screen shot of the house** | **House address** | **Bond** | **Price per week** | **Notes about the house** |
| **Example:**  A purple icon with check marks  Description automatically generated Add image in this column. | 2 Brumby Drive, Torquay. | $13,818 | $1590 | * 5 Bedrooms * 2 Bathrooms * 4,004 squared.  metres. * 2 garage |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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Description automatically generated with medium confidenceA green and orange puzzle piece with a person standing on it

Description automatically generatedA purple icon with check marks

Description automatically generated **Part 5:** Analyse the properties you have identified above using the provided PMI charts below:

**Property One:**

|  |  |  |
| --- | --- | --- |
| **Positives** | **Minuses** | **Interesting** |
| A purple icon with check marks  Description automatically generated |  |  |

**Property Two:**

|  |  |  |
| --- | --- | --- |
| **Positives** | **Minuses** | **Interesting** |
| A purple icon with check marks  Description automatically generated |  |  |

**Property Three:**

|  |  |  |
| --- | --- | --- |
| **Positives** | **Minuses** | **Interesting** |
| A purple icon with check marks  Description automatically generated |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 6 -Moving out  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You have attempted some aspects of the moving out tasks. To bump it up- re-read the task requirements and complete all aspects of the task. | **Consolidating**: You have attempted all aspects of the moving out task. To bump it up- re-read the task requirements and complete all aspects in further detail. | **Achieving:** You have completed all aspects of the moving out tasks. To bump it up- re-check your responses and try to add further details to your responses. | **Excelling:** You have completed all aspects of the moving out tasks with detailed responses and correct answers.Great work! |
| Teacher Comment: | | | | |

# **Adulting 101 Task 7 – To buy or to rent?**

|  |
| --- |
| Task Checklist |
| Students will complete the following for their Literacy folio.  Task 7- Actvitity 7.1 Brainstorming prior knowledge  Task 7- Activity 7.2 Article analysis  Task 7- Activity 7.3 Video analysis |

## Adulting 101 Task 7 – Activity 7.1 Brainstorming prior knowledge

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Description automatically generated **Part 1:** Without researching or looking up any information, come up with your own definition of what ‘buying’ and ‘renting’ a house is.

|  |
| --- |
| A purple icon with check marks  Description automatically generated  **Renting a house:**  **Buying a house:** |

A group of people with arrows

Description automatically generated A black background with a black square

Description automatically generated with medium confidenceA purple icon with check marks

Description automatically generated **Part 2:** Share your own defenitions from part 1 with a partner. Then look up these concepts on Google. After sharing and Googling, re-work your definitions, ensuring you have included all the important details.

|  |
| --- |
| A purple icon with check marks  Description automatically generated  **Renting a house:**  **Buying a house:** |

A green and orange puzzle piece with a person standing on it

Description automatically generated A purple icon with check marks

Description automatically generated **Part 3:** There are positives and negatives to both renting a house and buying a house. Brainstorm below some pros and cons for each. This is an initial brainstorm, so don’t google, just write down what comes to mind.

**Renting:**

|  |  |
| --- | --- |
| **Pros** | **Cons** |
| A purple icon with check marks  Description automatically generated |  |

**Buying:**

|  |  |
| --- | --- |
| **Pros** | **Cons** |
| A purple icon with check marks  Description automatically generated |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 7 – Activity 7.1 Brainstorming prior knowledge  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You have attempted some aspects of the brainstorming tasks. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating**: You have attempted most aspects of the brainstorming tasks. To bump it up, re-read the task requirements and complete all aspects in further detail. | **Achieving:** You have completed all aspects of the brainstorming tasks. To bump it up, re-check your responses and try to add further details to your responses. | **Excelling:** You have completed all aspects of the brainstorming activities with detailed responses.Great work! |
| Teacher Comment: | | | | |

## Adulting 101 Task 7 – Activity 7.2 Article analysis

A group of people in a room

Description automatically generated A green outline of a person with a computer

Description automatically generated **Teacher advice:** Check over linked article and modify task as needed. You could provide this to your students as hard copy.

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Description automatically generated with medium confidence A purple icon with check marks

Description automatically generated **Part 1:** Read the following article from NAB [Rent vs buy a house](https://www.nab.com.au/personal/life-moments/home-property/buy-first-home/rent-buy).

**Part 2:** Highlight the key points throughout the text.

|  |
| --- |
| A purple icon with check marks  Description automatically generatedAdd evidence of highlighting the text here. |

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Description automatically generated with medium confidence A purple icon with check marks

Description automatically generated **Part 3:** [The NAB ‘Rent vs buy a house’](https://www.nab.com.au/personal/life-moments/home-property/buy-first-home/rent-buy) article identifies the pros and cons of       
both renting and buying. Complete the table below identifying the pros and cons of renting and buying outline in the article.

**Renting:**

|  |  |
| --- | --- |
| **Pros** | **Cons** |
| A purple icon with check marks  Description automatically generated |  |

**Buying:**

|  |  |
| --- | --- |
| **Pros** | **Cons** |
| A purple icon with check marks  Description automatically generated |  |

A purple icon with check marks

Description automatically generated **Part 4:** Based on the information that you have read, would you decide to rent or buy? Justify why you would choose to buy or rent.

**Hint:** When justifying, you can use the following prompts to help you.

* Which is the best decision and why?
* What are the positives and negatives of my choice?
* Is my justification fact or opinion?
* How will I defend my decision?

|  |
| --- |
| A purple icon with check marks  Description automatically generated |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 7 – Activity 7.2 Article analysis  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You have attempted some aspects of the article analysis. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating**: You have attempted most aspects of the article analysis tasks. To bump it up, re-read the task requirements and complete all aspects in further detail. | **Achieving:** You have completed all aspects of the article analysis tasks with basic information. To bump it up, try to add further details to your responses. | **Excelling:** You have completed all aspects of the article analysis with detailed responses and correct answers.Great work! |
| Teacher Comment: | | | | |

## Adulting 101 Task 7 – Activity 7.3 Video analysis

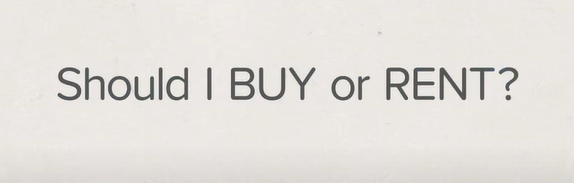
A group of people in a room

Description automatically generatedA green outline of a person with a computer

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Description automatically generated with medium confidence A purple icon with check marks

Description automatically generated **Part 1:** Watch the following video linked here and below [Renting vs buying a home in Australia.](https://www.youtube.com/watch?v=MrNbot1MCcM)

**[](https://youtu.be/MrNbot1MCcM?si=osNffKrsSMeb2-MA)**

**Video link**: <https://youtu.be/MrNbot1MCcM?si=osNffKrsSMeb2-MA>

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Description automatically generated with medium confidence A purple icon with check marks

Description automatically generated **Part 2:** As you watch the video, take notes on the pros and cons of renting and buying a home in Australia.

**Renting:**

|  |  |
| --- | --- |
| **Pros** | **Cons** |
| A purple icon with check marks  Description automatically generated |  |

**Buying:**

|  |  |
| --- | --- |
| **Pros** | **Cons** |
| A purple icon with check marks  Description automatically generated |  |

A purple icon with check marks

Description automatically generated **Part 3:** Based on the information viewed in the video, would you decide to rent or buy?

|  |
| --- |
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A purple icon with check marks

Description automatically generated **Part 4:** Comparing the information from the article in Task 7 Activity 7.2 and this video what were the similarities and differences between the content? Did this change your opinion on the topic? Explain why.

|  |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 7 – Activity 7.3 Video analysis  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You have attempted some aspects of the video analysis. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating**: You have attempted most aspects of the video analysis tasks. To bump it up, re-read the task requirements and complete all aspects in further detail. | **Achieving:** You have completed all aspects of the video analysis tasks with basic information. To bump it up, try to add further details to your responses. | **Excelling:** You have completed all aspects of the video analysis with detailed responses and correct answers.Great work! |
| Teacher Comment: | | | | |

# **Adulting 101 Task 8 – Starting your own business**

## 

|  |
| --- |
| Task Checklist |
| Students will complete the following for their Literacy folio.  Task 8- Starting your own business |

A group of people in a room

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Description automatically generated **Part 1:** Starting your own business can both be exciting and challenging at the same time. It is important that you are well-informed and prepared.

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Description automatically generated with medium confidence Visit the [‘Guide to starting a business’](https://business.gov.au/guide/starting) website.

On the [‘Guide to Starting a business’](https://business.gov.au/guide/starting) website, there are ten steps to help you feel more prepared and guide you through the process of starting a business.   
Summarise the ten steps in the table below.

|  |  |  |
| --- | --- | --- |
| **Step/Tip** | **What is the step and why is it important?** | **When you select the drop-down arrow for further information, you will see ‘required’ and ‘reccomended’ steps. List these here.** |
| **Example:** 1.Make key decisions. | It is important to make key decisions early on as these will impact areas of your business such as the amount of tax you need to pay and the amount of paperwork required. | * Decide on a business structure. * Are you an employee or contractor? * Choose your business location. * Choose a business name. |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |

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Description automatically generated with medium confidence A purple icon with check marks

Description automatically generated **Part 2:** Go to the [‘Register for an Australian Business Number (ABN)](https://business.gov.au/registrations/register-for-an-australian-business-number-abn)’ website and answer the questions below.

1. What is an ABN?

|  |
| --- |
| A purple icon with check marks  Description automatically generated |

1. What can you use an ABN for?

|  |
| --- |
| A purple icon with check marks  Description automatically generated |

1. Who needs an ABN for?

|  |
| --- |
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1. What do you need to make sure you have before you can apply for an ABN?

|  |
| --- |
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1. How do you apply for an ABN?

|  |
| --- |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 8 – Starting a business  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You have attempted some aspects of the starting your own business task. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating**: You have attempted most aspects of the starting your own business task. To bump it up, re-read the task requirements and complete all aspects in further detail. | **Achieving:** You have completed all aspects of the starting your own business task. To bump it up, re-check your responses and try to add further details to your responses. | **Excelling:** You have completed all aspects of the starting your own business task with detailed responses and correct answers.Great work! |
| Teacher Comment: | | | | |

# **Adulting 101 Task 9 – Final task**

|  |
| --- |
| Task Checklist |
| Students will complete the following for their Literacy folio.  Task 9- Actvitity 9.1 Planning  Task 9- Activity 9.2 Create  Task 9- Activity 9.3 Reflect |

## Adulting 101 Task 9 – Activity 9.1 Planning

A group of people in a room

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Description automatically generated You should have worked through the following tasks within the ‘Adulting 101’ Folio.

* Budgeting
* Centrelink, Healthcare Card and Medicare Card.
* Moving Out
* Pay Slips
* Road Ready
* Starting your own business
* Tax File numbers
* To rent or to buy?

After completing the ‘Adulting 101’ folio, you have developed a good understanding of the above topics. Now it is time to put this learning into a final presentation.

Your final presentation will be in the form of a **‘how to’** infographic.

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Description automatically generated **Part 1:** Select one of the topics below:

**Budgeting**

Could include the following:

* How to create a budget.
* How to save effectively.
* How to work out weekly expenses.
* How to save and distribute money (Barefoot Investor concept).

**Centrelink, Healthcare Card and Medicare Card.**

Could include the following:

* What is a Healthcare Card and how do you apply?
* What is Centrelink and how do you apply?
* What is a Medicare Card and how do you apply?

**Moving Out**

Could include the following:

* How to research and select the best options on the internet for moving out - for example: how to furnish your house on a budget.
* How to find your perfect home to rent or buy.

**Pay Slips**

Could include the following:

* What is the purpose of a payslip and how these are read / what information is included?

**Road Ready**

Could include the following:

* How to get your Learners.
* How to get your Probationary Licence.
* How to get car insurance.
* How to drive safely on our roads.
* How to buy your first car.

**Starting your own business**

Could include the following:

* How to start up your own business.
* How to apply for an ABN.

**Tax File numbers**

Could include the following:

* How to apply for a tax file number.

**To rent or to buy?**

Could include the following:

* When should you buy a house vs when should you rent?
* How to buy a house.
* The process of renting a house.

A group of people in a room

Description automatically generated A green outline of a person with a computer

Description automatically generated **Teacher advice:** For part 2 you will need to add in some infographic examples that would be suit your context and students needs and interests.

A purple icon with check marks

Description automatically generated **Part 2:** Research and find procedural infographics that you like on the internet. Identify the features of the infographic that you think are effective and could be used on your final infographic. Complete the table below.

|  |  |
| --- | --- |
| **Infographic (Add screenshot or website link)** | **Features I like from the infographic** |
|  |  |
|  |  |
|  |  |

A purple icon with check marks

Description automatically generated **Part 3:** You are now going to complete the following template to assist you in creating your procedural infographic.

|  |  |
| --- | --- |
| Create a title for your infographic. |  |
| Who is the intended audience for your infographic? | A purple icon with check marks  Description automatically generated Hint- Who would benefit from this information? Who needs to know this information? |
| What is the purpose/goal of the infographic? |  |
| **Procedural text** | |
| What materials are required to complete your selected  ‘Adulting 101’ task? |  |
| Provide a method for your selected ‘Adulting 101’ task. | A purple icon with check marks  Description automatically generated Hint- provide step-by-step instructions for your task. |
| Find images that you can use in your infographic.  Please Insert both the image and link. | A purple icon with check marks  Description automatically generated Provide a minimum of four images that you could include. |
| Consider the features that you identified in the infographics you found in Question 2. How could you incorporate these features into your infographic? | A purple icon with check marks  Description automatically generatedThink: colour, text, size, images, layout etc. |
| What persuasive devices can you include within your infographic? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 9 – Activity 9.1 Planning  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You have attempted some aspects of the planning stage. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating**: You have attempted all aspects of the planning stage. To bump it up, re-read the task requirements and complete all aspects in further detail. | **Achieving:** You have completed all aspects of the planning stage. To bump it up, re-check your responses and try to add further details to your responses. | **Excelling:** You have completed all aspects of the planning stage with detailed responses.Great work! |
| Teacher Comment: | | | | |

## Adulting 101 Task 9 – Activity 9.2 Create

A group of people in a room

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Description automatically generated with medium confidenceA purple icon with check marks

Description automatically generated **Part 1:** Now it is time to create your infographic. You can choose your own infographic template like [Canva](https://www.canva.com/en_au/).

Make sure you have considered/included each of the following:

Audience - how can you target your specific audience?

Title

Goal/aim

Materials / what is needed for success.

Method / Instructions / How to guide.

Minimum of two images that support the text.

Features - including elements that make your infographic appealing.

|  |
| --- |
| A purple icon with check marks  Description automatically generated Add your infographic here. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 9 – Activity 9.2 Create  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You have attempted some aspects of creating your own infographic. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating**: You have attempted most aspects of the infographic task. To bump it up, re-read the task requirements and make sure you have put thought into each element of your infographic. | **Achieving:** You have completed all aspects of your infographic task. To bump it up, think more about how you could add or refine elements of the infographic to ensure that it is most effective. | **Excelling:** You have completed an infographic that is thought out and appeals to the selected audience. Great work! |
| Teacher Comment: | | | | |

## Adulting 101 Task 9 – Activity 9.3 Reflect

A green and orange puzzle piece with a person standing on it

Description automatically generated A purple icon with check marks

Description automatically generated **Part 1: Self reflection-** Complete the table below.

|  |  |
| --- | --- |
| **Question** | **Response** |
| How does your infographic appeal to your target audience? |  |
| What features have you included and explain how these features appeal to the audience? |  |
| What images have you included and how do they support your infographic? |  |

A group of people with arrows

Description automatically generatedA purple icon with check marks

Description automatically generated **Part 2: Peer reflection-** Ask a peer to complete the table below.

|  |  |
| --- | --- |
| **Name:** | |
| **What do you like about the infographic?** | **How could the infographic be improved?** |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 9 – Activity 9.3 Reflect  Student Reflection - How well did you go with this step? (Please check the box below) | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| Student Comment (Optional): | | | | |
| **Teacher Feedback** | | | | |
| Not Submitted | Beginning | Consolidating | Achieving | Excelling |
| **Not Submitted:** No work has been submitted or attempted for this outcome. | **Beginning:** You have attempted some aspects of the reflection. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating**: You have attempted most aspects of the reflection. To bump it up, add more details to your reflection. | **Achieving:** You have completed all aspects of your reflection. To bump it up, add more detail into your responses. | **Excelling:** You have completed an detailed reflection. Great work! |
| Teacher Comment: | | | | |