Unit 3, Outcome 1-3 - Skills & Knowledge

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| **Excelling** | Demonstrates a thorough understanding of all key concepts and knowledge underpinning the task/s including the characteristics of and strategies to contribute to a healthy workplace; the National Employment Standards and methods for determining pay and conditions; the characteristics, processes and consequences for breaches of workplace bullying, discrimination and sexual harassment; appropriate questioning and listening techniques within a workplace, and how to develop networks, professional relationships and work in teams. | Can identify and explain key ideas and concepts related to workplace structures and relations. Can discuss, compare, analyse and evaluate concepts and strategies related to workplace environment, processes and practices. Can propose and justify strategies to improve workplace environment. Can identify, explain, research and discuss roles in the workplace, workplace communication and relationships. Can apply learning thoroughly to real world scenarios or case studies. |
| **Achieving** | Demonstrates an understanding of the key concepts and knowledge underpinning the task/s including the characteristics of and strategies to contribute to a healthy workplace; the National Employment Standards and methods for determining pay and conditions; the characteristics, processes and consequences for breaches of workplace bullying, discrimination and sexual harassment; appropriate questioning and listening techniques within a workplace, and how to develop networks, professional relationships and work in teams. | Can identify and explain key ideas and concepts related to workplace structures and relations. Can discuss, compare and analyse concepts and strategies related to workplace environment, processes and practices. Can propose strategies to improve workplace environment. Can identify, explain and research roles in the workplace, workplace communication and relationships. Can apply learning to real world scenarios or case studies. |
| **Satisfactory** | Developing an understanding of the key concepts and knowledge underpinning the task/s including the characteristics of and strategies to contribute to a healthy workplace; the National Employment Standards and methods for determining pay and conditions; the characteristics, processes and consequences for breaches of workplace bullying, discrimination and sexual harassment; appropriate questioning and listening techniques within a workplace, and how to develop networks, professional relationships and work in teams. | Can identify key ideas and concepts related to workplace structures and relations. Can discuss and compare concepts and strategies related to workplace environment, processes and practices. Can identify strategies to improve workplace environment. Can identify and research roles in the workplace, workplace communication and relationships. Can apply learning to real world scenarios or case studies with support. |
| **Not yet satisfactory** | Beginning to understand the key concepts and knowledge underpinning the task/s including the characteristics of and strategies to contribute to a healthy workplace; the National Employment Standards and methods for determining pay and conditions; the characteristics, processes and consequences for breaches of workplace bullying, discrimination and sexual harassment; appropriate questioning and listening techniques within a workplace, and how to develop networks, professional relationships and work in teams. | Can identify some key ideas and concepts related to workplace structures and relations. Can identify concepts and strategies related to workplace environment, processes and practices. Can identify strategies to improve workplace environment. Can identify roles in the workplace, workplace communication and relationships. Can apply learning to real world scenarios or case studies with support. |
| **Criteria** | **Key knowledge** | **Key skills** |
| Activities 1–10 | Activities 1–10 |