VCE Vocational Major

**Unit 3 Respectful and Ethical Entreperneurs**

Work Related Skills Curriculum

Support Material

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# **Work Related Skills (WRS) Stand Alone tasks**

## AoS 1 – Workplace wellbeing and personal accountability

# **Task 1 – Workplace structure and policy bodies**



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| --- |
| Task Checklist |
| |  |  |  | | --- | --- | --- | |  | A green and orange puzzle piece with a person standing on it  Description automatically generated | A group of people with arrows  Description automatically generated | | **Group work** | **Individual work** | **Peer work** |   Students will complete the following for WRS Task 1 – Workplace structure and policy bodies  WRS Task 1- Activity 1.1 Workplace structures  WRS Task 1- Activity 1.2 Policy bodies in the workplace  WRS Task 1- Activity 1.3 Unions |

|  |
| --- |
| Key vocabulary |
| [**Workplace**](https://www.dictionary.com/browse/workplace): A person’s place of employment  [**Organisational structure**](https://www.investopedia.com/terms/o/organizational-structure.asp)**:** a system that outlines how certain activities are directed to achieve the goals of an organization. These activities can include rules, roles, and responsibilities.  [**Union**:](https://www.dictionary.com/browse/union) An organisation of workers.  [**WorkSafe**](https://www.worksafe.vic.gov.au/about-worksafe): is Victoria's workplace health and safety regulator.  [**Worksafe inspector:**](https://www.vic.gov.au/safework/safework-general-module/role-worksafe-inspectors) are responsible for enforcing health and safety legislation (Acts and Regulations). |

## Task 1- Workplace structure and policy bodies 1.1 Workplace structures

A group of people in a room

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Description automatically generated **Part 1**: Watch the video below about work place structures and respond to the questions below.

[](https://www.youtube.com/watch?v=Chb3Mk7wVVQ)

**Video link:** <https://youtu.be/Chb3Mk7wVVQ?si=XoAqPYVi1WFEKpmZ>

1.What is a workplace structure and why is it important?

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2.Outline the three different organisational structures that were within the video.

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3.Think about your workplace, SWL or a business you like. What is their workplace structure? You may like to create a flowchart using the following [website](https://miro.com/flowchart/). If you are not sure what this ‘looks like’ you can google search ‘organisational structure examples’ and click ‘images’ to see infographic examples.

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| --- | --- | --- | --- | --- |
| Task 1 Activity 1.1 Workplace structures  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 activity. | **Beginning:** You have attempted some aspects of the workplace structure tasks. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating:** You have attempted most of the workplace structure tasks. To bump it up, complete all aspects of the task in further detail. | **Achieving:** You have completed all aspects of the workplace structure tasks with basic information. To bump it up, include further details to your responses. | **Excelling:** You have completed all aspects of the workplace structure tasks with detailed responses.Great work! |
| Teacher Comment: | | | | |

## Task 1- Workplace structure and policy bodies 1.2 Policy bodies in the workplace

A group of people in a room

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

Description automatically generated **Part 1**: Respond to the questions on the three case studies below.

**Case Study One**: A small construction company has been experiencing an increasing number of workplace accidents, especially falls from heights. Many employees have suffered injuries and one of the employees was sent to the hospital having sustained severe injuries. As a result, the company requires an investigation of their safety measures and equipment.

1.You are required to research [WorkSafe Victoria](https://www.worksafe.vic.gov.au/) and identify what role they have in promoting workplace safety.

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2.Outline the role of a [WorkSafe inspector](https://www.worksafe.vic.gov.au/worksafe-inspectors-and-enforcement-occupational-health-and-safety-act-2004).

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3.Determine what actions the company would need to take to address the safety concerns within this workplace.

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**Case Study Two:**There have been allegations that a local fast food restaurant has been underpaying their employees and not allowing them their legal rights such as breaks and overtime pay. This restaurant chain has multiple locations across the country.

1.Research the [Fair Work Ombudsman](https://www.fairwork.gov.au/) and explain its role in ensuring fair employment practises.

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2.What is the process followed by The Fair Work Ombudsman when a concern is raised to enforce fair work practises? Use [this website](https://www.fairwork.gov.au/workplace-problems/fixing-a-workplace-problem/get-our-help-with-your-workplace-issue#our-role) for more information.

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**Case Study Three:**A local cafe is facing allegations of discrimination based on gender identity and sexual orientation. Several employees claim they have been subject to harassment and unequal treatment.

1.Research the [Victorian Equal Opportunity and Human Rights Commission](https://www.humanrights.vic.gov.au/) and its role in addressing discrimination and human rights issues.

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2.Determine how the organisation would handle this case, support the impacted employees and work towards resolving the discrimination issues.

|  |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 1 Activity 1.2 Policy bodies in the workplace  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 activity. | **Beginning:** You have attempted some responses to the case studies provided. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating:** You have responded to the case studies provided with accurate information. To bump it up, complete all aspects of the task in further detail. | **Achieving:** You have completed all aspects and responded to the case studies provided in a good amount of detail. To bump it up, include further details in your responses. | **Excelling:** You have completed all aspects of responding to the different scenarios and have provided detailed explanations and responses. Well done! |
| Teacher Comment: | | | | |

## Task 1- Workplace structure and policy bodies 1.3 Unions

A group of people in a room

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Description automatically generated **Part 1:** Research what a union is and summarise your findings below in your own words.

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A group of people in a room

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

Description automatically generated A black background with a black square

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

Description automatically generated **Part 2:** Exploration of Union roles through videos.

|  |  |
| --- | --- |
| **Watch the following videos** | **Answer the following questions for each video.**  1.What is the issue being addressed in the video?  2.What does / could the union do to support the issue raised in the video? |
| [**Video 1**](https://www.youtube.com/watch?v=UxoDQpQAOMY)    **Video link:** <https://youtu.be/UxoDQpQAOMY?si=Zc7TWX1b5sN9Wr6c> | A purple icon with check marks  Description automatically generated |
| [**Video 2**](https://www.youtube.com/watch?v=V5PIpK8LVbA)  **Video link:** <https://youtu.be/V5PIpK8LVbA?si=wam3Ja9HMp3fn3o9> | A purple icon with check marks  Description automatically generated |
| **Video 3**  **Video link:** <https://youtu.be/3qrTJgz72os?si=ulCyxnFmt-V1OqAh> | A purple icon with check marks  Description automatically generated |

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| --- | --- | --- | --- | --- |
| Task 1 Activity 1.3 Unions  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 activity. | **Beginning:** You have attempted some responses to union questions. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating:**  You have responded to the videos provided with accurate information. To bump it up, complete all aspects of the task in further detail. | **Achieving:** You have completed all aspects and responded to the videos provided in a good amount of detail. To bump it up, include further details in your responses. | **Excelling:** You have completed all aspects of responding to the different videos and have provided detailed explanations and responses. Well done! |
| Teacher Comment: | | | | |

# **Task 2 – Positive workplace culture**

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| Task Checklist |
| |  |  |  | | --- | --- | --- | |  | A green and orange puzzle piece with a person standing on it  Description automatically generated | A group of people with arrows  Description automatically generated | | **Group work** | **Individual work** | **Peer work** |   Students will complete the following for WRS Task 2 – Positive workplace culture  WRS Task 2- Activity 2.1 Positive work culture  WRS Task 2- Activity 2.2 Case studies  WRS Task 2- Activity 2.3 Creating a workplace culture |

## Task 2- Positive workplace culture 2.1 Workplace structures

A group of people in a room

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Description automatically generated **Part 1**: Brainstorm what a positive environment looks likes, sounds like and feels like in the table below.

|  |  |  |
| --- | --- | --- |
| **Looks like**  **Eye with solid fill** | **Ear outlineSounds like** | **Feels like**  **Smiling face outline with solid fill** |
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Description automatically generated **Part 2**: Provide two examples of how your current workplace or SWL aims to create a positive work environment/culture. **Hint-**think of reasons you enjoy going to work.

* Why do you enjoy working for your company/employer?
* How does your workplace create a supportive environment?
* How does your workplace prioritise the health and well-being of employees?

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Description automatically generated **Part 3**: Research and outline how employers and companies can create a positive work culture. Include information about how organisations can create a supportive, harmonious, safe and healthy workplace.

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Description automatically generated **Part 4**: After your research in part 3, what do you think are the top three ways to create a positive work culture?

|  |  |
| --- | --- |
| **Top three ways to build a positive work culture** | **Explanation- why did it make your top 3?** |
|  |  |
|  |  |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 2 Activity 2.1 Positive work culture  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 activity. | **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 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 detailed responses and correct answers.Great work! |
| Teacher Comment: | | | | |

## Task 2- Positive workplace culture 2.2 Case studies

A group of people in a room

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

Description automatically generated Case study one is an example only. You can adapt this task to best suit your own context.

A group of people in a room

Description automatically generated Ideally, students will complete a site visit to The Cotton On Head Office in North Geelong. Alternatively, information can be viewed online about The Cotton On Group with the linkes resources in the activity below.

Case study 1-The Cotton On Group

A group of people in a room

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Description automatically generated with medium confidence **Part 1:** Go to the following website - [The Cotton On Group](https://cottonongroup.com.au/join-our-team/) (join our team section). Scroll down until you see ‘A day in the life’.

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Description automatically generated with medium confidence [**Watch each video of the Day in the Life Series**](https://cottonongroup.com.au/join-our-team/)

* Sarah-Rae Australia Retail
* Ebony Support Centre
* EJ Libang Social Media Coordinator
* MO USA retail
* Lazlo Support Centre
* James Distribution

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Description automatically generatedA green and orange puzzle piece with a person standing on it

Description automatically generated **Part 2:** Provide at least one example from each of the videos above about how The Cotton On Group is creating a positive work environment.

|  |  |
| --- | --- |
| **Video** | **An example of how Cotton on creates a positive, healthy and innovative workplace culture.** |
| **Sarah-Rae Australia Retail** |  |
| **Ebony Support Centre** |  |
| **EJ Libang Social Media Coordinator** |  |
| **MO USA retail** |  |
| **Lazlo Support Centre** |  |
| **James Distribution** |  |

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Description automatically generated **Part 3:** Review the [Cotton On Website](https://cottonongroup.com.au/) and go through what information they make available to the public online. Take notes from the Cotton on [website](https://cottonongroup.com.au/) about the different ways that The Cotton On Group creates a positive, vibrant, inclusive, innovative work culture. Provide at least three examples in the space below.

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Description automatically generated **Part 4:** Complete the cause and effect table below.

|  |  |
| --- | --- |
| **CAUSE**  Identify an example of strategies, initiatives, opportunities etc that Cotton On has used that could contribute towards a positive work culture. Hint-You can use the examples that you identified in part 2. | **EFFECT**  How does this help to contribute towards a positive workplace culture? |
| **Example:** Cotton On provides 24/7 wellness support for their employees. This includes access to an onsite gym at the North Geelong Head Office. | This strategy contributes towards a positive work environment because it demonstrates Cotton On is committed to their employees' health and well-being. It helps to foster a culture of health and encourages employees to engage in healthy habits. This increases employee engagement and satisfaction. |
| 1. |  |
| 2. |  |
| 3. |  |

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Description automatically generated **Part 5:** After your research on The Cotton On Group complete the questions below.

1.Score the company out of five in regard to its overall workplace culture.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1**  **Poor workplace culture.**  **I don’t want to work at Cotton On.** | **2** | **3** | **4** | **5**  **Love the workplace culture.**  **I would love to work at Cotton On.** |

2.Justify why you have rated The Cotton On Group the way you have. Refer directly to its workplace culture. Provide examples to support your rating.

|  |
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3.Identify your favourite strategy that The Cotton On Group uses to promote a positive work culture. Explain why this strategy is your favourite.

|  |
| --- |
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**Case study 2-GoogleHQ**

A group of people in a room

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Description automatically generated**Part 1:** Watch the following video [Inside Google’s Massive Headquarters](https://www.youtube.com/watch?v=Z-pT0XDYvDM). Take notes from the video on ways that Google creates a positive, vibrant, inclusive, innovative work culture. Provide at least three examples.

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A group of people in a room

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Description automatically generated **Part 2:** Research Google and find examples of ways they create a positive, vibrant, inclusive, innovative work culture. Provide at least four examples.

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Description automatically generated with medium confidenceYou may like to use the following links:

[Forbes - 13 Reasons Google Deserves Its 'Best Company Culture' Award](https://www.forbes.com/sites/forbestechcouncil/2018/02/08/13-reasons-google-deserves-its-best-company-culture-award/?sh=6871545b3482)

[Benefits at Google](https://www.google.com/about/careers/applications/benefits/)

[What's it like to work at Google?](https://www.youtube.com/watch?v=n_Cn8eFo7u8)

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Description automatically generated **Part 3:** Complete the cause and effect table below.

|  |  |
| --- | --- |
| **CAUSE**  Identify an example of strategies, initiatives, opportunities etc that Google has used that could contribute towards a positive work culture. Hint-You can use the examples that you identified in part 1 and 2. | **EFFECT**  How does this help to contribute towards a positive workplace culture? |
| **Example:** Google provides inspiring spaces to work, recharge and collaborate with fellow Googlers. | An inspiring and innovative work environment helps increase a positive work environment and overall job satisfaction. |
| 1. |  |
| 2. |  |
| 3. |  |

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Description automatically generated **Part 4:** After your research on Google complete the questions below.

1.Score the company out of five in regard to its overall workplace culture.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1**  **Poor workplace culture.**  **I don’t want to work at Google.** | **2** | **3** | **4** | **5**  **Love the workplace culture. I would love to work at Google.** |

2.Justify why you have rated Google the way you have. Refer directly to its workplace culture. Provide examples to support your rating.

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3.Identify your favourite strategy that Google uses to promote a positive work culture. Explain why this strategy is your favourite.

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Description automatically generatedA green and orange puzzle piece with a person standing on it

Description automatically generated **Part 5:** Using the Venn Diagram below compare and contrast The Cotton On Group and Google in terms of their workplace culture and strategies.

1.

2.

3.

1.

2.

3.

**Differences- The Cotton On Group**

**Differences- Google**

1.

2.

3.

**Similarities**

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Description automatically generated **Part 6:** After exploring both ‘The Cotton On Group’ and ‘Google’ businesses which company would you most like to work for?

**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?

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

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| --- | --- | --- | --- | --- |
| Task 2 Activity 2.2 Case studies  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 activity. | **Beginning:** You have attempted some aspects of the case study tasks. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating:** You have attempted all aspects of case study 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 case study 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 case study tasks with detailed responses and correct answers.Great work! |
| Teacher Comment: | | | | |

## Task 2- Positive workplace culture 2.3 Creating a workplace culture

A group of people in a room

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Description automatically generated **Part 1:** You are now going to imagine you are starting up your own business. Your number one priority is to ensure that within your new company, there is a supportive, positive, innovative and healthy workplace culture.

Complete the following table by providing a minimum of one example for each element that you would include in your business to promote a positive work culture.

|  |  |
| --- | --- |
| **Element** | **How would you include this element into your business to promote a positive work culture?** |
| **Health / Wellbeing** |  |
| **Flexibility with working arrangements** |  |
| **Physical Space** |  |
| **Rewards/Incentives** |  |
| **Perks** |  |
| **Other** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task 2 Activity 2.3 Creating a workplace culture  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 activity. | **Beginning:** You have attempted to apply some elements of creating a positive environment in a workplace. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating:** You have attempted all aspects of applying your knowledge on what makes a positive work environment. To bump it up, re-read the task requirements and complete all aspects in further detail. | **Achieving:** You have completed all aspects of the application of strategies to create a positive work culture. To bump it up, add some more detail and specific examples to support your responses. | **Excelling:** You have completed all aspects of the application tasks with detailed responses and correct answers. Great work! |
| Teacher Comment: | | | | |

# **Task 3– Rights and responsibilities presentation**

## WRS AoS 2 – Workplace rights and responsibilities

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| Task Checklist |
| |  |  |  | | --- | --- | --- | |  | A green and orange puzzle piece with a person standing on it  Description automatically generated | A group of people with arrows  Description automatically generated | | **Group work** | **Individual work** | **Peer work** |   Students will complete the following for WRS Task 3 – Rights and responsibilities  WRS Task 3- Activity 3.1 Presentation |

A group of people in a room

Description automatically generated Add your own excursion/incursion task or pick another task listed in the assessment table relevant to your context and cohort. The presentation task alone is not enough evidence to meet the overall outcome statement.

## Task 3– Rights and responsibilities presentation Activity 3.1 Presentation

A group of people in a room

Description automatically generated**Teacher advice:** In co-design with your students agree upon the presentation format and develop the presentation assessment criteria together. Students could create their own micro-rubric.

A group of people in a room

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Description automatically generated **Part 1:** Using the information in the template below, create a presentation about workplace rights and responsibilities for an industry that you are interested in knowing more about.

* In the left column, you have the required categories that you need to include in your presentation. These categories could be the slide headings.
* In the right column you have suggested research topic support and a checklist of recommended information to add to your presentation for each slide.

|  |  |
| --- | --- |
| **Industry**  **Slide 1** | Add Industry name  Find 3 images related to your industry.  Add your name |
| **Worker classification**  **Slide 2** | Go to the following [Pay Guides Website](https://www.fairwork.gov.au/pay-and-wages/minimum-wages/pay-guides#D).  Search through the ‘A to Z list of awards’ and find your industry of interest. When you click on the industry, a document will download. This document will take you through the pay guide for the specific industry.  Find the pay scales for the following in your specific industry when **working full-time:**  -Apprentices/trainees  -Experienced employees  -Different levels of pay  Add a screenshot of the worker classification pay guide to slide 2.  Complete a two-sentence summary of the information within the table on slide 2. |
| **Awards, Conditions and allowances**  **Slide 3** | From the same document you downloaded above, there should be a section outlining some allowances within the industry.  Take a screenshot of the allowances and add this image on slide 3.  Research additional perks, incentives, conditions and allowances in your specific industry. Add at least three of these on slide 3. |
| **Employee advocates**  **Slide 4** | Research unions and professional associations that help to support employees in your chosen industry. Select one employee advocate and add the following information to slide 4.  Name of Union / Professional Association.  Why would you join the union?  How do they help their members? |
| **Employee roles and responsibilities in ensuring health and safety**  **Slide 5** | Within your industry, think about your responsibility in ensuring your health and safety at work but also those around you.  On slide 5, add at least four ways that you can keep yourself and others safe within your industry. |
| **Common workplace issues**  **Slide 6** | Research using Google, your own experience, your colleagues, your boss and industry experts what the most common issues are that affect young workers within your industry. For example- underpayment of wages, termination, leave, overworking and employment classification.  Add three issues impacting your industry and outline them on slide 6. |
| **Bullying in the workplace**  **Slide 7** | Visit the Fairwork [website](https://www.fairwork.gov.au/employment-conditions/bullying-sexual-harassment-and-discrimination-at-work/bullying-in-the-workplace) and summarise the information you find into slide 7. Include the following information:  What is workplace bullying?  Examples of workplace bullying.  Where should you go for help and support if you believe you are being bullied? |
| **Sexual harassment in the workplace**  **Slide 8** | Visit the Fairwork [website](https://www.fairwork.gov.au/employment-conditions/bullying-sexual-harassment-and-discrimination-at-work/sexual-harassment-in-the-workplace) and summarise the information you find on slide 8. Include the following information:  What is sexual harassment?  Examples of sexual harassment in the workplace.  Where should you go for help and support if you believe you are being subjected to sexual harassment in the workplace? |
| **Discrimination**  **Slide 9** | Visit the Fairwork [website](https://www.fairwork.gov.au/tools-and-resources/fact-sheets/rights-and-obligations/workplace-discrimination) and summarise the information you find on slide 9. Include the following information:  What is workplace discrimination?  Examples of discrimination in the workplace.  Where should you go for help and support if you believe you are being subjected to discrimination in the workplace? |
| **National Employment Standards**  **Slide 10** | Visit the Fairwork [website](https://www.fwc.gov.au/agreements-awards/minimum-wages-and-conditions/national-employment-standards) and summarise the information you find on slide 10. Include the following information:  What is the purpose of the National Employment Standards?  Identify at least three conditions outlined by the National Employment Standards. |
| **Where to get help**  **Slide 11** | Visit the Human rights [website](https://humanrights.gov.au/our-work/employers/workplace-bullying-violence-harassment-and-bullying-fact-sheet) and provide three options you can take to gain support for bullying, discrimination and sexual harassment. Insert the information on slide 11.  Three options for support are listed. |
| **Diversity**  **Slide 12** | Research diversity in the workplace and add the following to slide 14.  What is diversity in the workplace?  Why is diversity in the workplace important? |
| **Your own work experience**  **Slide 13** | What does your workplace do to create a positive workplace? (Provide 2 examples)  What is one strategy your workplace could use to further improve the workplace? |
| **Employer expectations and Individual responsibility**  **Slide 14** | Think about your workplace and outline the employer expectations and individual responsibility in a workplace.  Consider- work ethic, loyalty, professional behaviour and conduct, punctuality, wearing the appropriate clothing, safe use of equipment, complying with internal business policies and respectful treatment of colleagues.  Add three workplace expectations and individual responsibility examples within your workplace. |

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Description automatically generated **Part 2:** Add your presentation or link to your presentation in the space below.

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| Task 3 Activity 3.1 Presentation  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 activity. | **Beginning:** You have attempted some aspects of this activity and have started to create a presentation about workplace rights and responsibilities in an industry of your choice.To bump it up, re-read the task requirements and add the relevant information for each category into your presentation. | **Consolidating:** You have attempted most aspects of this activity and have created a basic presentation about workplace rights and responsibilities in an industry of your choice. To bump it up, re-read the task requirements and add the relevant information for each category into your presentation. | **Achieving:** You have completed all aspects of this activity and have created a basic presentation about workplace rights and responsibilities in an industry of your choice. To bump it up, try to add further details to your responses in each category. | **Excelling:** You have completed all aspects of this activity and have created a highly detailed presentation about workplace rights and responsibilities in an industry of your choice. Great work! |
| Teacher Comment: | | | | |

# **Task 4– Communication and collaboration in the workplace**

## WRS AoS 3 – Communication and collaboration

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| Task Checklist |
| |  |  |  | | --- | --- | --- | |  | A green and orange puzzle piece with a person standing on it  Description automatically generated | A group of people with arrows  Description automatically generated | | **Group work** | **Individual work** | **Peer work** |   Students will complete the following for WRS Task 4 – Communication and collaboration in the workplace  WRS Task 4- Activity 4.1 Understanding teamwork, diversity and inclusiveness  WRS Task 4- Activity 4.2 Working in a team |

## Task 4–Communication and collaboration in the workplace Activity 4.1 Understanding teamwork, diversity and inclusiveness

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Description automatically generated **Part 1:** Complete the question below on teamwork.

1.Define in your own words what is teamwork?

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2.Think of your favourite sports team, band or any other ‘team’. Provide an example of how they work together effectively to achieve their goals.

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| A purple icon with check marks  Description automatically generated  **Team Name:**  **Example:** |

3.What does teamwork mean and look like in the context of a professional workplace? Research and summarise your findings.

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4.Identify key roles and responsibilities of individuals within a workplace team (include at least three potential roles).

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| A purple icon with check marks  Description automatically generated  **Example-** Team manager. This role is to support employees to work better within a group by assisting in setting common goals and offering support and strategies for the employees to achieve their goals.    1.  2.  3. |

5.Why is it important that team members have clear roles and responsibilities? Research and outline three benefits in the space below.

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Description automatically generated **Part 2:** Complete the question below on diversity and inclusion.

1.Research what diversity in the workplace is. Provide a summary in your own words in the space below.

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2.Research and outline three benefits of having diversity within the workplace.

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3.What is inclusion in the workplace? What does this look like?

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4.How can a business implement strategies to become more inclusive?

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Description automatically generated **Part 3:** Complete the table below referring to digital and electronic means of communication and collaboration within the workplace.

|  |  |
| --- | --- |
| **Technology** | **How does this support communication and collaboration in the workplace?** |
| **Zoom** |  |
| **Email** |  |
| **Google/Teams word docs** |  |
| **Other: Add your own here.** |  |

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Description automatically generated **Part 4:** How would you explain the difference between formal and informal communication in the workplace? Can you provide examples of situations where each type is commonly used?

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| Task 4 Activity 4.1 Understanding teamwork, diversity and inclusion  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 activity. | **Beginning:** You have attempted to answer some of the questions. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating:** You have attempted all the questions and provided basic responses. To bump it up, re-read the task requirements and add more details to your responses.. | **Achieving:** You have completed all the questions with detailed responses. To bump it up, add more specific details to your responses. | **Excelling:** You have completed all the questions with highly detailed responses and correct information. Great work! |
| Teacher Comment: | | | | |

## Task 4–Communication and collaboration in the workplace Activity 4.2 Working in a team

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Description automatically generatedStudents will now be required to apply their learnings of what makes an effective team and demonstrate these skills in a real-life scenario. Students will be allocated teams. These teams will rotate through the coffee van. The rotations will only be for 30 minutes so the teams must work collaboratively and efficiently together.

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Description automatically generated **Teacher advice-** You will need to modify this activity to best suit to your context and cohort.

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Description automatically generated  **Part 1: Prior to coffee van shift-** In Task 4- Activity 4.1 you will have identified why it is important for individuals to have roles within a team environment. As a group, think about the work you are about to complete in the coffee van. Brainstorm in your team what roles you think will be important to the success of the team.

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Description automatically generated **Part 2:** Role allocation. Think about the different strengths each individual has in your team.Taking into consideration the individual strengths, allocate each team member to a role below.

|  |  |  |
| --- | --- | --- |
| **Team member name** | **Role** | **Why would this team member be good at this role?** |
| Example- Leanne | Barista | We have allocated Leanne to be the Barista because she has 2 years of experience being a barista at a cafe. |
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Description automatically generated **Part 3: During your coffee van shift-** Your teacher will observe your shift and complete the following Teacher observation checklist for each team member below. You should review this before starting your shift.

|  |  |
| --- | --- |
| **Teacher observation checklist** | |
| **Teacher name-**  **Date-**  **Student name-** | |
| **Observation-** | **Teacher Assessment:**  (S) - Satisfactory  (NYS)- Not yet satisfactory |
| **Communication** (Listening and Contributing) | |
| Demonstrates eye contact and attentiveness when other team members are speaking. |  |
| Provides nonverbal cues (nodding, smiling etc) to show active engagement within the team. |  |
| The communication between team members was clear and effective |  |
| **Teamwork** | |
| Contributed to the team by fulfilling their role and responsibilities. |  |
| Tasks have been distributed fairly among the team members. |  |
| **Comment:** | |

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Description automatically generated **Part 3: After your coffee van shift-** Complete the following reflection questions below.

1.Reflect on your experience. Refer specifically to your communication and collaboration skills throughout your shift.

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| --- | --- | --- |
| **Things that went well** | **Things that were challenging** | **Improvements for next time** |
|  |  |  |

2.During your shift, you would have shared some ideas and information with your team in the hope of improving the service. How does the act of sharing information and ideas benefit you, your colleagues and the workplace outcomes?

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**Hint-**Ideas you could consider mentoring, coaching, rewards/recognition of good work, networking events, team building days, inclusivity, diversity, feedback, communication etc.

|  |  |
| --- | --- |
| **Strategy to promote effective professional workplace relationships and networks.** | **How will this strategy promote effective workplace relationships and networks?** |
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Description automatically generated **Part 5:** You have been doing some research and have read that building formal and informal networks can benefit workplaces. Why is it important to build relationships with other people from different workplaces?

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Description automatically generated **Part 6:** How does sharing and collaborating with people from different settings support your own personal growth?

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| --- | --- | --- | --- | --- |
| Task 4 Activity 4.2 Working in a team  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 activity. | **Beginning:** You have attempted to engage in some parts of this activity. To bump it up, re-read the task requirements and complete all aspects of the task. | **Consolidating:** You have engaged in most parts of this activity. You have provided basic responses to the required questions and participated in a team work activity. To bump it up, re-read the task requirements and complete all aspects of the activity and include more details to your responses. | **Achieving:** You have engaged in all parts of this activity. You have provided detailed responses to the required questions and actively participated in a team work activity. To bump it up, include more details to your responses. | **Excelling:** You have engaged and completed all parts of this activity. You have provided highly detailed responses to the required questions and proactively participated in a team work activity. Great work! |
| Teacher Comment: | | | | |