WORK RELATED SKILLS Applied Vocational Booklet

	ontentsontentsontentsontents	
	oplied Activities - Unit 1	
Ар	plied Activities - Unit 2	34
Wo	orkplace Learning Pro-Formas	43
Re	view	

Important: All material, advice and assessment tasks are provided as a guide only and do not constitute official advice. As always you must check with the VCAA and any other relevant authorities about the suitability of a task.

Copyright notice/License information:

- All material in this printed workbook **may only be reproduced** by the school or institution named on each page in accordance with its **purchase of a master license**.
- All use of material must include the copyright and license notices at the bottom of each page. You are not permitted to electronically re-engineer or extract material from a page. Please see the Read Me First file for full licensing information in relation to a master license.
- ⇒ Unauthorised copying and reproduction of this material constitutes a breach of the Copyright Act.
- \Rightarrow For best results the material has been formatted to be reproduced from the master file.

VPC Units 1&2: From 2023

- ➡ Literacy VPC 1&2 : Coursebook & Applied Vocational Booklet
- Skills Development Portfolio
- Personal Development VPC 1&2: Coursebook & Applied Vocational Booklet
- ➡ Work Related Skills VPC 1&2: Coursebook & Applied Vocational Booklet

VCE: VM Units 1&2: From 2023

- ➡ Literacy VM 1&2: Coursebook & Applied Vocational Booklet
- Numeracy VM 1&2: Coursebook & Skills Development Portfolio
- Personal Development VM 1&2: Coursebook & Applied Vocational Booklet
- ➡ Work Related Skills VM 1&2: Coursebook & Applied Vocational Booklet

www.delivereducation.com.au

VPC Units 3&4: From 2024

- ➡ Literacy VPC 3&4 : Coursebook & Applied Vocational Booklet
- Work Related Skills VPC 3&4: Coursebook & Applied Vocational Booklet

VCE: VM Units 3&4: From 2024

- ➡ Literacy VM 3&4: Coursebook & Applied Vocational Booklet
- ▷ Numeracy VM 3&4: Coursebook & Skills Development Portfolio
- Personal Development VM 3&4: Coursebook
 & Applied Vocational Booklet
- ▷ Work Related Skills VM 3&4: Coursebook & Applied Vocational Booklet

michael@delivereducation.com.au

Copyright © 2022 Michael Carolan Developed, written and compiled by Michael Carolan.

Published December 2022 by DELIVER Educational Consulting, PO BOX 40, Moonee Vale, 3055, Victoria, Australia. Contact: www.delivereducation.com.au michael@delivereducation.com.au (03) 9939 1229 Carolan, Michael

Work Related Skills VPC: 1&2 - Applied Vocational Booklet (978-1-925172-85-0) ISBN for printed book only.

Images: © 2022 Thinkstock (where noted) or © 2022 Depositphotos.com (where noted). All others: © 2022 Jupiterimages Corporation and Copyright DELIVER Educational Consulting and its licensors. All rights reserved.

This book is copyright and may only be copied in accordance with the Copyright Act. For information contact the Copyright Agency Limited. Students may copy pages from their own workbooks for their own educational purposes.

		Done? Date			Done? Date
1	Local Businesses		28	Putting My Best Foot Forward	
2	Common Occupations		29	Showing What I Can Do	
3	Local Retailers		30	It's a Long Way to the Top	
4	Different Workplaces		31	They're Looking for Someone Who	
5	Have I Changed?		32	Am I There Yet?	
6	Personal Values		33	Building My Network	
7	Employability Skills		34	What About Me?	
8	Emotional Intelligence		35	Me in Teams	
9	Interpersonal Skills		36	Collaboration in Action	
10	Industry-Specific Skills		37	Dealing with Others in Action	
11	Technical Skills		х х	Navaging Time in Action	
12	What Do I Bring?			K a traing Time in Action	
13	Employment Status		PA	Constant with Action	
14	Employment Histories	0%	41	to reving Goals In Action	
15	Labour Force	205	42	Reporting Information in Action	
16	My Entry-Level Skills and Attributes	G	43	Workplace Learning - Timesheet	
17	Australian Apprenticeships		44	Workplace Learning: Daily Journal	
18-	My VET Skills		45	Workplace Learning: Daily Journal	
19	My VET Skills		46	Workplace Learning: Daily Journal	
20-	Workplace Safety Responsibilities		47	Workplace Learning: Daily Journal	
21	Workplace Safety Responsibilities		48	Workplace Learning: Daily Journal	
22-	Pay and Work Conditions		49	Workplace Learning: Daily Journal	
23	Pay and Work Conditions		50	Evaluation - My Work-Related Skills	
24	What I Want from Working		51	Evaluation - My Specific Skills	
25	Employable Me		52	I Know Better Now	
26	Workplaces, Me and Industry		53	My Work-Related Development	
27	Technical Skills Infographic		54	Review and Reflection	

 $\label{eq:work} \mbox{WORK RELATED SKILLS VPC: } 1\&2-\mbox{APPLIED VOCATIONAL BOOKLET} \\ \mbox{Written by Michael Carolan. Copyright } @ 2022 \mbox{ DELIVER Educational Consulting and its licensors. All rights reserved.} \\$

- 1. List 15 organisations or workplaces that are a part of your local area. Outline what they do. Classify them by their industry.
- 2. Are they commercial businesses or not-for-profits?

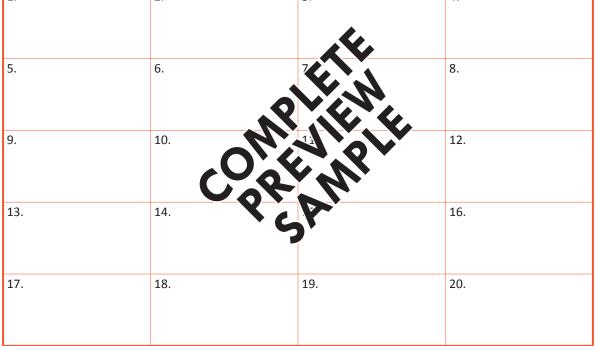
	Organisations/workplaces	Industry	Commercial/NFP?
1.			
2.			
3.			
4.			
5.			
6.	~		
7.			
8.	R.E		
9.	0424		
10.	CBEN		
11.	5		
12.			
13.			
14.			
15.			

3. Would you like to work for any of these? Why so?

2 Common Occupations

- 1. Here are the 20 most common occupations in Australia (as at Aug '22). Have a go at ranking them in order from most employees to the least.
- 2. Estimate what you think to be the number of workers for each.
- 3. Which industry do you think each job is more likely to be a part of?





4. Research current statistics to find out the 'rank' and number of employees for each occupation. Try: https://labourmarketinsights.gov.au/

1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.
13.	14.	15.	16.
17.	18.	19.	20.

WORK RELATED SKILLS VPC: 1&2 - APPLIED VOCATIONAL BOOKLET

Written by Michael Carolan. Copyright © 2022 DELIVER Educational Consulting and its licensors. All rights reserved.

Almost 1 in every 10 workers in Australia is employed in the Retail Trade industry. And about 1/3 of all retail workers are aged 15-24.

1. List retailers in your local area. What do they sell? Are they a large, medium or small business, and/or part of a retail chain?

Local retailers	Type of retail	Size/chain?
	44	
	Q (1) (1)	
	NJOV	
	Q N	
	8. 0.	
	ッ	

2. Identify a retailer that employs a lot of young workers. What type of jobs do these young workers do and when do they work? How did they get these jobs?

4 Different Workplaces

1. Identify 3 people you know who work in **retail** workplaces. What is their job and who do they work for?

1	2	3

2. Identify 3 people you know who work in **office** workplaces. What is their job and who do they work for?

1	2	3

3. Identify 3 people you know who work in **teaching** and **training** workplaces. What is their job and who do they work for?

1	2	3

4. Identify 3 people you know who work in **health**, **medical** and **care** workplaces. What is their job and who do they work for?

1		2 3	Т
5.	Identify 3 people you kno	w who wow in the chait workplaces. What is their	-

5. Identify 3 people you know who would in **the availt every** places. What is their job and who do they work for?

1	² C C C C C C C C C C C C C C C C C C C	
6	Identify 3 people you know who you in manufacturing or industrial	

6. Identify 3 people you know who work is **manufacturing** or **industrial** workplaces. What is their job and who do they work for?

1	2	3

7. Identify 3 people you know who work in **transport** or **outdoors**. What is their job and who do they work for?

1	2	3

8. Identify 3 people you know who work in **other** types of workplaces. What is their job and who do they work for?

1		2	3
9.	What about you? What type of workplace would you like to work in and why?		

1. Have a think back to when you were in **Grade 2** at primary school. What 'jobs' did you want to have when you grew up? Why was that?

Back in Grade 2		
Back then I wanted to be:	Because:	

2. Have a think back to when you were in **Grade 6**. What 'jobs' did you want to have when you grew up? Why was that?

Back in Grade 6		
Back then I wanted to be:	Because:	
	<u>k</u>	
3. Have a think back to when	you wat to have	
when you grew up? Why w	/as to at	
(bry ex a	
Back then I wanted to b	Because:	
V	6. P.	
	* S1	
	-	

4. Now think about **right now**, today. What 'job(s)' do you want to have when you finish school? Why is that? So what is the same, and why? What has changed, and why?

5. What about **10 years in the future**? What might be the same, and what might have changed? Why might that be?

6 Personal Values

Personal values are an important factor in why people choose to do the jobs they do and what they expect to get from their career choices.

- 1. Interview 5 different workers and find out the values that they expect to get from working. Ask them how long they have been working in this job role.
- 2. Also ask them if their current job delivers on these personal values for them, and why or why not?

Worker // Job // How long?	Values they expect to get from working.	Does their job deliver these personal values? Why/why not?
Worker in their teens.		
Worker in their 20s.	Melle	
Worker in their 30s.	CREAM	
Worker in their 40s.		
Worker 50+.		

Think about your preferred occupation as part of your future career pathway.

- 1. List 5 of the most important job roles and responsibilities.
- 2. Describe how you would be expected to demonstrate a range of employability skills in day-to-day work roles for that occupation. Make sure you cover all 8 skills.

 communication initiative and enterprise skills 			 self-awareness sing teamwork using technolog 	У
Occupation:				
Job role		mployability skill 1	Employability sk	cill 2
	ES1:		ES2:	
	⇒	•	⇒	
	ES1:		ES2:	
	⇒	NUG		
	6	0.4.1		
		82 P.		
	ES1:	· 5'	ES2:	
	⇒		⇔	
	ES1:		ES2:	
	⇒		⇒	
			~	
	ES1:		ES2:	
	⇒		⇔	

8 Emotional Intelligence

As you know from PDS, interpersonal skills rely on having well-developed emotional intelligence. And some jobs, especially workers dealing with people, require applied emotional intelligence for nearly all their job tasks.

Give examples of how these types of workers will apply emotional intelligence in their day-to-day job roles. Add 1 more emotional intelligence skill.

Emotional intelligence	Police officer	Personal trainer	Vet nurse	Tradie (domestic)
Communication				
Empathy				
Patience				
Intuition			N	
Flexibility				
Initiative	C	PEAN		
Motivation				
Trustworthiness				
Self-confidence				
Responsibility				
Teamwork				

Working is often about dealing with other people - customers, clients, managers, colleagues, volunteers and so on. But sometimes issues and conflict can occur.

1. How could you apply positive interpersonal skills to handle these work-related situations that you might have to deal with in different work settings?

Today you are paired with a new co-worker	You have to help a vision-impaired person
who is 25 years older than you.	choose an outfit for a wedding (as a guest).
Working with others	Communicating effectively
A customer in the lunchtime queue is loudly	The internet goes down in the burger shop
repeating, "C'mon, hurry up."	and you can only process sales manually.
Conflict resolution	Problem-solving
You have a bunch of coffee orders still to a	Ver to worker is off with COVID and you
but your boss asks you to clean up a sol.	have to cover all the tables.
Self-management	Being resilient

2. Interview an experienced worker or manager and get their advice about how to apply interpersonal skills to day-to-day workplace issues that might occur.

Interviewee:	Role:
Working with others:	Communicating effectively 1:
Communicating effectively 2:	Communicating effectively 3:
Self-management:	Your choice:

10 Industry-Specific Skills

When you work, you are employed in an occupational role within an industry. This means that you have to develop and demonstrate industry-specific skills on an ongoing basis.

- 1. Reflect on work experience or work placement that you have undertaken. Identify the occupation, the industry and the job roles you performed.
- 2. Describe how you demonstrated industry-specific skills in these job roles. How did you learn these skills?

Occupation:	Industry:	
Job roles	Industry-specific skill	How did I learn this?
	<u> </u>	
	NUE	<u>s</u>
	COR N	•
	YSP	

3. How could you transfer any of these skills to a totally different industry?

1. Reflect on your experience of work tasks as a worker and as a customer/client. Describe a job and job task in which a worker would need to demonstrate this technical skill. Do you need to have this skill? Add 2 more related to you.

Combining ingredients and inputs.	Assembling components and equipment.
Safely using hand tools, implements and equipment.	Safely using powered tools, equipment and machinery.
Identifying sequences, patterns and systems.	Designing, creating and making items and products.
Using analogue measuring too	Usive digital measuring devices.
Using digital communication devices.	Following product specifications and safety guidelines.
Applying physical skills and manual dexterity to tasks.	Applying eye-hand coordination to tasks.

2. Source or create 3 images of these technical skills in action in work-related situations that you are, or have been, involved in.

12 What Do I Bring?

1. Have a think about the varied skills and competencies that you have developed in these different settings. Describe how these could be applied to an occupation in an industry in which you are interested.

Occupation:	Industry:
From my Literacy studies. ⇔	From my Numeracy studies. ⇒
⇒	⇔
⇒	⇒
From my Personal Development Skills studies. ⊳	From my hobbies, interests and other activities. ⇒
⇒	
	N'oV'

2. Interview a manager/supervisor is the to a soccupation. Ask them the type of skills a young worker should 'b. eg' and a sity to their job from these settings.

Person:	Occupation:
Literacy skills ⇔	Numeracy skills ⇒
⇔	⇒
⇒	⇒
Personal Development Skills ⇔	Skills from hobbies, interests and other. ⇔
⇒	⇒
⇒	⇒

1. Interview people you know who are 'employed' under each of these different workplace arrangements (job status). Fill in the table based on their responses.

Employment status	Occupation	Usual work hours	What they like about their job	What they dislike about their job
full-time				
full-time				
full-time				
part-time				
casual				
casual		ONE		
(sub) contractor	C	25		
owner/ operator				

2. Think about an industry that you are interested in. Give examples of the types of occupations that might commonly involve these different job statuses.

Industry:				
full-time	part-time	casual	(sub) contractor	owner/operator

14 Employment Histories

- 1. Interview 3 different workers and find out about each person's work history. Complete the table to summarise the information.
- 2. What advice do they have for you about that job?

Worker in th teens or 20s					
Their jobs	How long in that job role?	How did they get that job?	What did they enjoy about that job?	What did they not enjoy about that job?	Advice for you about that job.
Worker in th 30s or 40s.	-				
Their jobs	How long in that job role?	How did they get that job?	What an they enter about tha John	What did they not enjoy about that job?	Advice for you about that job.
		CON	ENP		
		्र	SAL		
Worker aged	8				
50+. Their jobs	How long in that job role?	How did they get that job?	What did they enjoy about that job?	What did they not enjoy about that job?	Advice for you about that job.

As you know, when it comes to the labour force, people may either be employed, unemployed or neither employed nor unemployed (not in the labour force).

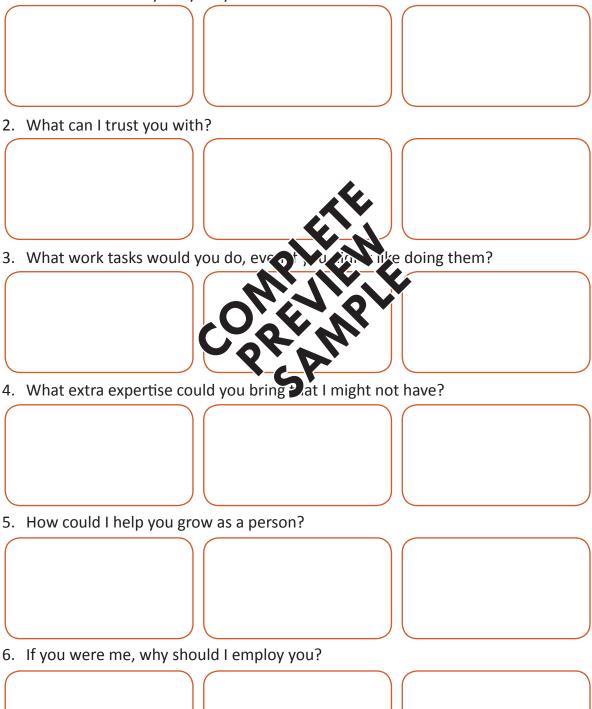
For each of these people state their correct labour force status, giving the reasons for your choice. (Remember just because someone is not employed, it doesn't mean they are unemployed!)

Ahn, 18	Bil, 21	Cen, 21
Is doing an apprenticeship as a hairdresser/barber.	Is not working but is out there every day looking for a job.	Left school at 15 and has never had a job, so he doesn't bother now.
Dot	Ell	Fie
Is retired but does a lot of babysitting of her grandchildren.	Is doing her VPC and works at Hungry Jacks as a casual.	Is doing Year 12 but her parents want her to focus only on her studies.
Gac, 14	33	lrm, 39
Helps out regularly in the family milk bar.	s n arris for a born fer and dk a n't rec i v vork.	Has a serious medical condition and is unable to work.
Jai, 29	Kay, 25	Lin, 15
Is a stay-at-home parent but volunteers at the local foodbank.	Is an online content creator (i.e. brand influencer).	Helps her father on weekends in his concreting business.
Maz, 17 Is completing their VM and is doing a part-time ASbA.	Nan, 52 Runs her own business as a cat sitter.	Ole, 66 Drives old people in his town to appointments. They give him home-grown vegetables.

16 My Entry-Level Skills and Attributes

It is very true that employers are looking for young workers with skills and qualifications. However, many employers, especially owners of smaller businesses, are looking for the right person to fit their 'team'. So it is important that you can communicate your generic personal skills and attributes to a potential employer. Answer each of these questions from a potential employer honestly. Then describe an example of evidence that proves your response.

1. What could I always rely on you to do?



Choose an industry in which you are interested.

1. Find out key information about Australian Apprenticeships available for different entry-level occupations in that industry. (Don't forget traineeships & ASbAs).

ndustry:			
Occupation	Australian Apprenticeship Qualification	Duration	Other information
e.g. Jockey	Certificate IV in Racing (Apprentice Jockey)	4 years	Jockey's must be licensed an meet minimum age.
		L.	

2. Interview a current Australian opprentice. As the in these questions, and add others that are relevant to the parameter of apacion and industry.

Interviewee:	C.4.	Date	:
Occupation	Qualification	Employer	Duration & stage
Pay rates	Allowances	Off-the-job training	On-the-job training
	Main	tasks	
What t	hey like:	What the	ey dislike:
other:		other:	

18 My VET Skills

Gaining entry-level qualifications through your VET course will give you a boost into the labour market.

But sometimes younger job-seekers focus too much on getting to the end point, the qualification. They forget about the reasons for doing the qualification - all the employability skills, industry-specific skills, technical skills and work-related competencies they develop.

So it's time to do an audit of the skills you are developing through your VET course. Presenting these on your résumé, or communicating these in an application or interview, will really help you. You should also do another audit later in the year.

Elements	Elements
	Key performance criteria
Key knowledge evidence	Key knowledge evidence
ey assessment conditions	Key assessment condition
	Key knowledge evidence

Use: https://training.gov.au/home/TGA

My VET Skills 19

Core unit	Core unit	Core unit
Elements	Elements	Elements
Key performance criteria	Key performance criteria	Key performance criteria
Key knowledge evidence	Key knowledge evidence	Key knowledge evidence
Key assessment conditions	Key assessmer from cons	Key assessment conditions
	N'N'QV'	
Elective unit		Elective unit
Elements	Flevients	Elements
Key performance criteria	Key performance criteria	Key performance criteria
Key knowledge evidence	Key knowledge evidence	Key knowledge evidence
Key assessment conditions	Key assessment conditions	Key assessment conditions

20 Workplace Safety Responsibilities

The right to a safe workplace as part of OH&S/WHS is always a shared responsibility by workers, managers, employers and other relevant work-related stakeholders.

- 1. Reflect on an industry in which you are interested. What are the key workplace safety hazards and issues that could impact on workers?
- 2. What are the responsibilities of employers and managers to ensure that they minimise the risk associated with these hazards?
- 3. What are the responsibilities of workers to ensure that they minimise the risk associated with these hazards on a day-to-day basis?
- 4. Find or create images to illustrate these examples of workplace safety in action.

Workplace safety azards and issues	Responsibilities of employers managers	Responsibilities of workers	lmage
	6		
	CON	NPLE	
	285	P.	

Workplace Safety Responsibilities 21

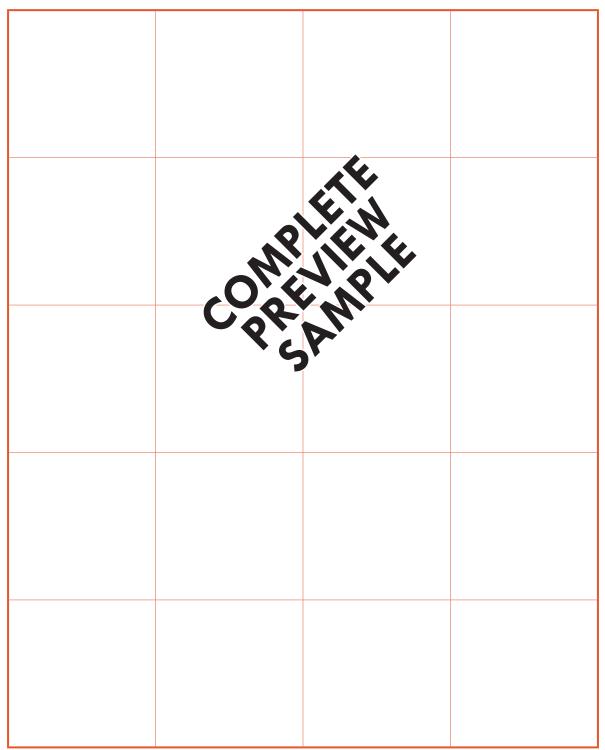
Workplace safety azards and issues	Responsibilities of employers managers	Responsibilities of workers	lmage
	2		
	C.4.	W.	

5. Find out how workers in an occupation you are interested in undertake workplace safety induction and training.

22 Pay and Work Conditions

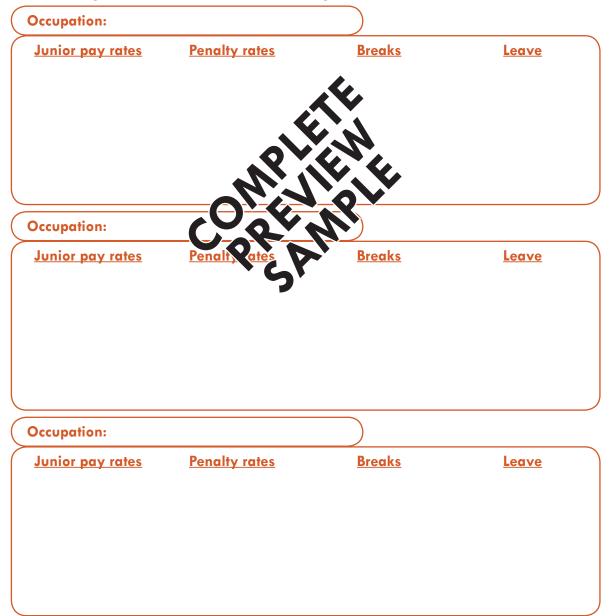
You and your classmates are likely to have interviewed a worker about their rates of pay.

- 1. Find out the occupations of the workers interviewed by your classmates and list these in the table (up to 20).
- 2. Estimate how much pay you think each worker gets on an hourly, and on a weekly basis.
- 3. Talk with your classmates and find out the pay rates of the worker they interviewed.



4. Compare your estimates with the actual rates of pay. Are you surprised by any of the results?

5. Choose 3 different occupations investigated by your classmates. Find out the following information about each working condition.



6. In small groups, discuss which jobs have more favourable pay and conditions. Why is that? Are you interested in any of these? Report back to the class.

24 What I Want from Working

Now that you are getting near the halfway point of your VPC course this year, it's time to reflect on what you expect to get from working. Answer these questions honestly about you, your feelings, your expectations and your challenges.

1. Why do I want to work?

2. In relation to a job, what do I want to do and why?

3. How will working help me grow as a person?

4. How will me working help others



5. At the end of my work day, I want to P .I..

6. When I tell others what I do for work, I want to feel...

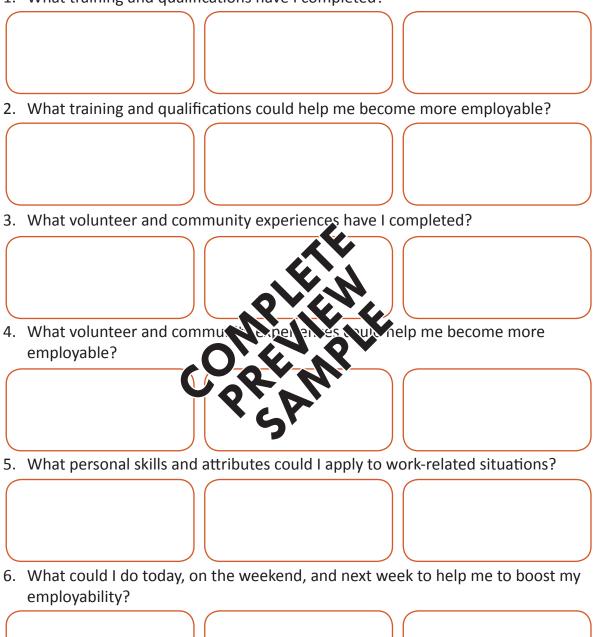
7. Steps I have taken to improve my work readiness include:

8. Actions I still need to take to improve my work readiness include:

Workers need a range of skills and competencies to effectively perform their work tasks. So employers are on the lookout for potential workers who are more skilled.

However, when it comes to skills development, the more you do yourself, prior to getting a job, then the more likely you are to become more employable.

1. What training and qualifications have I completed?



7. Who could help me become more employable, and how?

26 Workplaces, Me and Industry

1. List the types of workplaces in which you would be interested in working. Why?

Workplaces I would like to work in include:	The reasons are:
	<u>.</u>

2. List the types of workplaces in which you would not be interested in working. Why not?

Workplaces I would not like to work in include:	ίνιε γαλικίς ατε:
	VOLV
	15r

3. What do your preferences show about the type of industry(ies) you should consider, and also which ones may not be for you?

Technical Skills Infographic 27

Create a diagram or infographic that illustrates the type of technical skills needed by workers in a particular industry. Create and/or source images online and from workplaces. Present and explain this to the class.

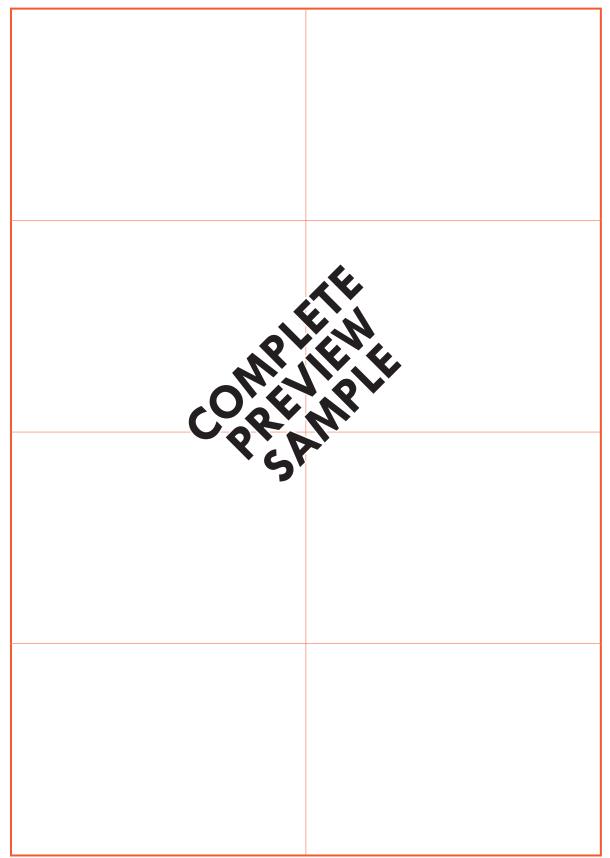


28 Putting My Best Foot Forward

1. List 6 positive statements about your abilities, skills and experience that should be included on your résumé right now.

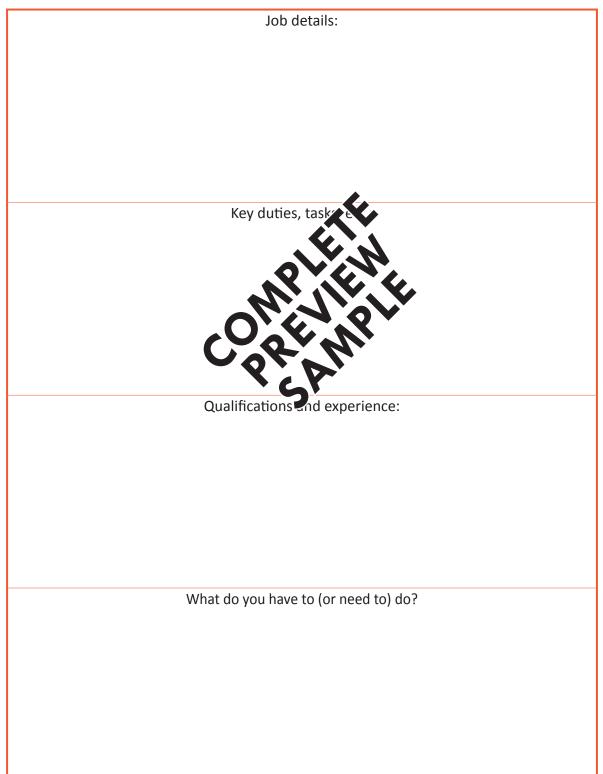


WORK RELATED SKILLS VPC: 1 & 2 - APPLIED VOCATIONAL BOOKLET Written by Michael Carolan. Copyright © 2022 DELIVER Educational Consulting and its licensors. All rights reserved. Create a photo-essay to illustrate you working effectively in work-related situations. Provide brief captions to annotate this. Include use of tools, equipment, machinery as relevant, as well as you working safely. Start storyboarding your ideas here.



30 It's a Long Way to the Top

- 1. Find an ad for a job that you are interested in either now, or for when you finish study.
- 2. Summarise this, listing key duties, tasks, skills, qualifications and experience.
- 3. Explain whether you meet these requirements now; or what you can do to develop the skills, qualifications and experience to meet these requirements in the future.



They're Looking for Someone Who... 31

1. Reflect on your preferred occupation that you would like to achieve as part of your career pathway. Describe what you think employers would be looking for in a young applicant for this job. Consider skills, training, experience, personal attributes and other relevant traits.

Occupation:			
Personal skills and attributes			
Industry- specific skills			
Technical skills		NPJE	
Training & Qualifications	C,	2 SAM	
Experience			

2. What evidence would you need to communicate, present or provide to an employer, to show you meet their expectations?

Personal skills and attributes	Industry-specific skills
Technical skills	Training, qualifications & experience

32 Am I There Yet?

1. Write a job advertisement for your ideal job. Include all the skills and abilities that an employer would be looking for in a young applicant as selection criteria. Start drafting ideas below, then complete this in your work folios.

Occupation:		
	A.	
	N.V.N	
	No'N'O	
2. Do you meet these 'sele	non crit on hor stadeal i	ob? Why/why not? What

2. Do you meet these 'selection of the all or the tradeal job? Why/why not? What can you do about this, and not whom the you get advice?

Occupation and my readiness:			

- 1. Use the problem-solving tool of brainstorming to list 8-10 contacts who could be part of your job-seeking network.
- 2. Briefly explain why these people would be good network contacts for you.



3. Discuss your lists in small growth and approximately that you can add to your own network. Why might that you can add to your own network. Why might that you can add to your own network why might that you can add to you?



4. Contact 3 people from these lists and note the advice that they give about starting out in industry and job-seeking.

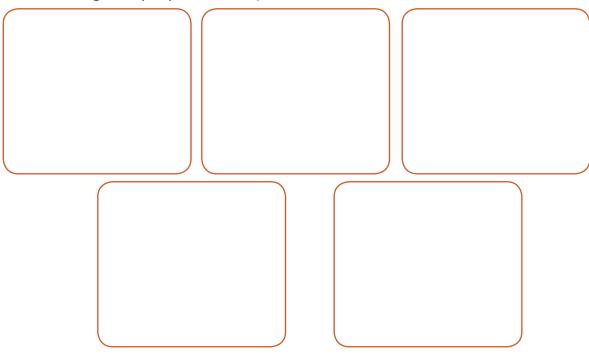
34 What About Me?

1. Interview 2 people in your class and ask them to nominate 4 positive traits, skills, abilities or other benefits that you could contribute to vocational situations.

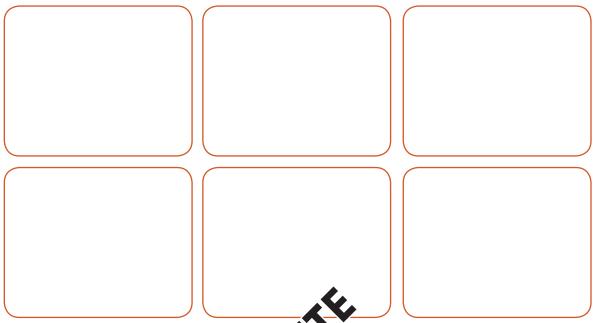
Person 1:			



2. Using these responses, compile S cracise positive statements about yourself that also include an example of evidence. (e.g. I am good in teams because I am able to organise people's rosters.)



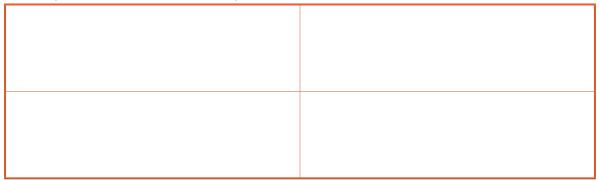
WORK RELATED SKILLS VPC: 1 & 2 - APPLIED VOCATIONAL BOOKLET Written by Michael Carolan. Copyright © 2022 DELIVER Educational Consulting and its licensors. All rights reserved. 1. Explain up to 6 skills, abilities or attributes that you can contribute to a team situation. Describe how these skills are useful in work-related situations.



2. In relation to your Work-Related Active, which type of personalities would you be more likely to work well with, and with, and why so?

I would be more likely to work were training because	orld ess likely to work well with because
6.6	

3. What multiple intelligences can you bring to apply to roles and responsibilities for your Work-Related Activity?



36 Collaboration in Action

Reflect on your experiences in work placements, or volunteer/community placements or in paid work.

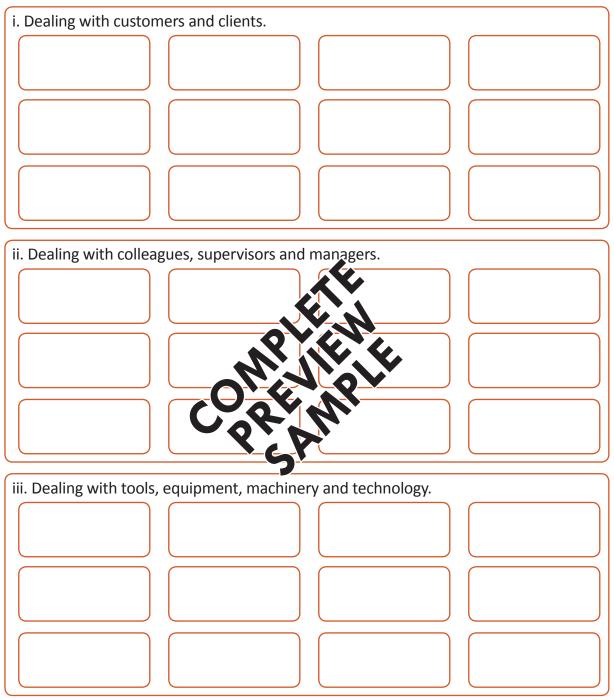
1. Describe situations where you experienced or witnessed these collaborative behaviours taking place.

A shared goal.	A united focus.	A willingness to accept responsibility.
Delegation.	Organising of your or other people's time.	Supporting and helping.
Combining people's strengths and weaknesses.	Respectful communication.	Learning and solving problems as a team.

2. Choose 3 of these situation... Lie hoski's techniques and tools that were used to achieve these positive outcomes. Sr div tescribe how you and your team could apply these same types of skills, techniques and tools to collaborate for your Work-Related Activity.

i.	ii.	iii.
Skills, techniques and tools.	Skills, techniques and tools.	Skills, techniques and tools.
How we could apply these.	How we could apply these.	How we could apply these.

- 1. Reflect on your experiences in work placements, or volunteer/community placements or in paid work. Brainstorm key words/phrases for these situations.
- 2. Classify each as a positive, a negative, or as neutral, based on its impact on you.



3. How could you and your team apply what you know about dealing with these situations to your Work-Related Activity?

38 Managing Time in Action

Reflect on your experiences in work placements, or volunteer/community placements or in paid work.

1. What time constraints did you have to meet as a 'worker'?

2. How did you ensure that you were on time for work?

3. How did you ensure that you were back from breaks on time?

4. Did the time seem to pass slower, the



when at work? Why is that?

5. What skills did you use to manage your time so that you could complete work tasks?

6. Did you ever run out of time when working? What did you do in response?

7. What have you learned about managing time for work situations? How can you apply this to managing time in your Work-Related Activity?

WORK RELATED SKILLS VPC: 1&2 - APPLIED VOCATIONAL BOOKLET Written by Michael Carolan. Copyright © 2022 DELIVER Educational Consulting and its licensors. All rights reserved.

Reflect on your experiences in work placements, or volunteer/community placements or in paid work.

- 1. When did working with others save time and help to get work tasks done more efficiently? Why was that?
- 2. When did working with others waste time and cause work tasks to be done less efficiently? Why was that?
- 3. Describe a colleague who always seemed to be on top of their time commitments. What skills, techniques and tools did they use to achieve this?



4. Describe a colleague who always a sement the storggling to meet their time commitments. What issues and traffer is generated cause this?



5. At your workplace, what type of tase seemed to take the longest? Why so?

6. At your workplace, what type of tasks seemed to be the quickest? Why so?

7. What were you fastest at doing? Why was that?

8. What work task were you slowest at doing? Why was that?

40 Delegation in Action

Reflect on your experiences in work placements, or volunteer/community placements or in paid work.

1. How did your workplace use delegation to organise task responsibilities?

2. Who was responsible for delegating tasks to others? Why them?

3. Which communication methods were used to delegate tasks? How effective were these?



5. If you didn't know what to do, or how to properly do tasks - who did you ask?

6. What skills, tools and techniques could your team apply to delegate work tasks for your Work-Related Activity?



Reflect on your experiences in work placements, or volunteer/community placements or in paid work.

- 1. What goals did you have to meet at work? Who set these goals?
- 2. What specific objectives did you have to meet on a task-by-task basis? Who organised these objectives?
- 3. What did you spend most time 'doing' at work? Describe your regular roles and your responsibilities. Who communicated these roles and responsibilities?



4. How was your performance reviewed at week? Here did you check that you were doing your work tasks property and value at a strength of the tive y?



- 5. How was your performance reviewed at work? How did managers, supervisors, colleagues or other stakeholders feed back to you that you were doing your work tasks properly, safely and effectively?
- 6. What skills, tools and techniques could your team apply to review performance in work tasks for your Work-Related Activity?

/	-1-	

42 Reporting Information in Action

Reflect on your experiences in work placements, or volunteer/community placements or in paid work.

- 1. When did you have to report or present information to customers or clients?
- 2. What communication techniques did you use to present this information?

3. When did you have to report or present information to colleagues?

- 4. What communication techniques did you we to present this information?
- 5. When did you have to report or p. 9 and intervision to supervisors?

6. What communication techniques did you use to present this information?

7. What communication skills, tools and techniques could your team apply to report or present information for your Work-Related Activity?

Workplace Learning - Timesheet 43

Summarise the time you worked for your workplace learning (or volunteer/community work).					
Name:		Workplace	e:		Dates:
Supervisor:					otal time worked:
Day/Date	Starting time	Ending time	Time at work	Breaks hrs/min	Total time hrs/min
Monday May 3rd	8.30am	4.45pm	8 hours/ 15 min	12-1pm 60 min	7 hours/ 15 min
		D NR			
		859			
Total days:			Total time at work:	Total breaks:	Total time worked:
Outline any other information to explain the time shown above.					
Student signature Supervisor's signatu					Date:

You must complete one of these record pages for each day of your work placement.				
Name:	D αy:	Date:		
Workplace:	Supervisor:	Time worked:		
Times	Description of main tasks performed/duties undertaken.			
e.g 8-9am				
	Vo KSA			
	C P N			
	Y CP.			
2 Skills	Description of how you developed these work-related sk	ills.		
developed	(Consider employability, and/or industry-specific skills as per your teac			
Outlin <u>e an e</u>	example of technology			
used as part of your work tasks today.				
Describe an OH&S/ WHS practice you followed or observed in action.				
Outline any special arrangements or requirements for tomorrow.				
Student si	gnature:	Date:		
Supervisor's signature: Date:				

You must complete one of these record pages for each day of your work placement.					
Name:	D αy:	Date:			
Workplace:	Supervisor:	Time worked:			
Times	Description of main tasks performed/dutie	es undertaken.			
e.g 8-9am					
	No. No.				
	C P N				
	Y CP				
2 Skills	Description of how you developed these we	ark-rolated skills			
developed	(Consider employability, and/or industry-specific skills as				
Outline an example of technology used as part of your work tasks today.					
Describe an OH&S/ WHS practice you followed or observed in action.					
Outline any special arrangements or requirements for tomorrow.					
Student si	gnature:	Date:			
Supervisor's	signature:	Date:			

You must complete one of these record pages for each day of your work placement.					
Name:	D αy:	Date:			
Workplace:	Supervisor:	Time worked:			
Times	Description of main tasks performed/duties undertaken.				
e.g 8-9am					
	L.				
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~				
	C P N				
	Y G P				
2 Skills	Description of how you developed these work-related ski	lls.			
developed	(Consider employability, and/or industry-specific skills as per your teach	ner's instructions.)			
	Outline an example of technology				
used as part of your work tasks today.					
Describe an OH&S/ WHS practice you followed or observed in action.					
Outline any special arrangements or requirements for tomorrow.					
Student si	gnature:	Date:			
Supervisor's signature: Date:					

You must complete one of these record pages for each day of your work placement.					
Name:	<b>D</b> αy:	Date:			
Workplace:	Supervisor:	Time worked:			
Times	Description of main tasks performed/duti	es undertaken.			
e.g 8-9am					
	10 K 10 K				
	C P N				
	Y ¿P				
2 Skills	Description of how you developed these w	vork-related skills			
developed	(Consider employability, and/or industry-specific skills as				
Outline an example of technology used as part of your work tasks today.					
Describe an OH&S/ WHS practice you followed or observed in action.					
Outline any special arrangements or requirements for tomorrow.					
Student si	gnature:	Date:			
Supervisor's	signature:	Date:			

47

You must complete one of these record pages for each day of your work placement.				
Name:	<b>D</b> αy:	Date:		
Workplace:	Supervisor:	Time worked:		
Times	Description of main tasks performed/duties undertak	en.		
e.g 8-9am				
	▲.			
	No Vin			
	C 2 N			
	P.P.			
0.61.11		1.40		
2 Skills developed	Description of how you developed these work-related (Consider employability, and/or industry-specific skills as per your te			
Outline an example of technology used as part of your work tasks today.				
Describe an OH&S/ WHS practice you followed or observed in action.				
Outline any special arrangements or requirements for tomorrow.				
Student si	ignature:	Date:		
Supervisor's	signature:	Date:		

You must complete one of these record pages for each day of your work placement.				
Name:	Dαy:	Date:		
Workplace:	Supervisor:	Time worked:		
Times	Description of main tasks performed/duties undertaken.			
e.g 8-9am				
	Cop.N.			
	Y GP			
2 Skills	Description of how you developed these work-related skil	ls.		
developed	(Consider employability, and/or industry-specific skills as per your teach	er's instructions.)		
Outline an example of technology used as part of your work tasks today.				
Describe an OH&S/ WHS practice you followed or observed in action.				
Outline any special arrangements or requirements for tomorrow.				
Student si	gnature:	Date:		
Supervisor's	Supervisor's signature: Date:			

**49** 

# 50 Evaluation - My Work-Related Skills

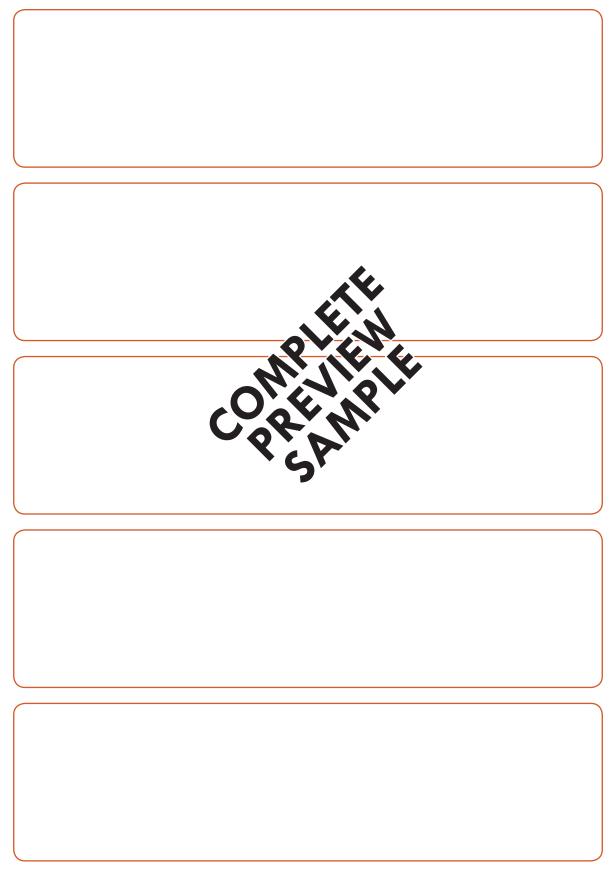
This evaluation needs to be completed by your supervisor in relation to your work placement (or volunteer/community work). Your teacher might also instruct you to self-assess and/or have your colleagues/team member(s) complete an evaluation.			
Student:			
Workplace:			
Student's role:			
Evaluated by: Position:			
Ability to effectively: Excellent Very Good Good Basic Not shown			
▷ Communicate within team			
▷ Communicate with others			
▷ Plan and organise			
⇒ Manage time			
➡ Work safely			
▷ Demonstrate task skills			
➡ Use technology appropriately			
Apply leadership strategies			
Solve problems			
⇒ Be adaptable			
Accept responsibility			
Contribute to the team			
Briefly describe three of this student's most successful contributions/areas of involvement.			
1			
2			
3			
Briefly suggest areas that this student should aim to develop further.			
1			
2			
Feel free to comment further. (Add another page or another evaluation if necessary.)			
Signed: Date:			

# Evaluation - My Specific Skills 51

This evaluation needs to be completed by your supervisor in relation to your work placement (or volunteer/community work). Your teacher might also instruct you to self-assess and/or have your colleagues/team member(s) complete an evaluation.
Student:
Workplace:
Student's role:
Evaluated by: Position:
Specific work-related skills or competencies successfully demonstrated by the student included:
e.g. Safely used kitchen equipment including microwave, industrial dishwasher and peeling machine.
S.E.C.
N'N OV
CON N
<u> </u>
· 5'
Briefly suggest areas that this student should aim to develop further.
1
2
3
Feel free to comment further. (Add another page or another evaluation if necessary.)
Signed:          Date:

#### 52 | Know Better Now

Explain 5 things or issues that you previously believed or thought were true about the world of work, but for which you've changed your mind, as a result of your VPC: WRS studies. For each, explain why you changed your mind/opinion.



Now that you have completed your WRS: VPC units, create an 'after' representation of the new, and more work-ready, 'vocational' you. You might create an artwork, a graphic, an image, a song, a profile, a CV or some other representation.



#### 54 Review and Reflection

Complete this journal to reflect on your study of the Work Related Skills units.

Journal of: _____

Date: _____

⇒ What did I most enjoy during this year as part of my Work Related Skills studies?

⇒ What major work-related skills did I develop and apply?

How did I use and apply what I learned for the previoual and social activities?



⇒ How did I use and apply what I learned in my career pathways planning?

⇒ What might be the most important things for me to focus on next, and why?

⇒ What other info can I share, and/or how would I summarise my experiences?

# 2023 into 2024 DELIVER Education: Order form for Semester 2 2023. All prices are (GST inc.)

#### **VCE: Vocational Major**

*Note: 3&4 due Nov & Dec '23	Printed Coursebook	Applied Vocational Booklet	Master license PDFs	e-version Master license PDFs	<u>3&amp;4 Int</u>
*Literacy VM: 3&4	@ \$49.50	@ \$27.50	@ \$385	or @ \$495	- Availa
*Numeracy VM: 3&4	@ \$49.50	@ \$27.50	@ \$385	or @ \$495	- Availa
*Personal Development VM: 3&4	@ \$49.50	@ \$27.50	@ \$385	or @ \$495	Availab
*Work Related Skills VM: 3&4	@ \$49.50	@ \$27.50	@ \$385	or @ \$495	- Availa
Literacy VM: 1&2	@ \$49.50	@ \$27.50	@ \$385	or @ \$495	
Numeracy VM: 1&2	@ \$49.50	@ \$27.50	@ \$385	or @ \$495	
Personal Development VM: 1&2	@ \$49.50	@ \$27.50	@ \$385	or @ \$495	
Work Related Skills VM: 1&2	@ \$49.50	@ \$27.50	@ \$385	or @ \$495	J

<u>iterim masters</u>

able now able now ble in Oct

able now

#### **Vocational Pathways Certificate**

*Note: 3&4 due Dec '23 & Jan '24	Printed Coursebook	Applied Vocational Booklet	Master license PDFs	e-version Master license PDFs	<u>3</u>
*Literacy VPC: 3&4	@ \$49.50	@ \$27.50	@ \$385	or @ \$495	A
*Work Related Skills VPC: 3&4	@ \$49.50	@ \$27.50	@ \$385	or @ \$495	A
Literacy VPC: 1&2	@ \$49.50	@ \$27.50	@ \$385	or @ \$495	
Numeracy VPC: 1&2	@ \$49.50	@ \$27.50	@ \$385	or @ \$495	
Personal Development VPC: 1&2	@ \$49.50	@ \$27.50	@ \$385	or @ \$495	
Work Related Skills VPC: 1&2	@ \$49.50	@ \$27.50	@ \$385	or @ \$495	J
	*Literacy VPC: 3&4 *Work Related Skills VPC: 3&4 Literacy VPC: 1&2 Numeracy VPC: 1&2 Personal Development VPC: 1&2	*Note: 3&4 due Dec 23 & Jan 24       Coursebook         *Literacy VPC: 3&4      @ \$49.50         *Work Related Skills VPC: 3&4      @ \$49.50         Literacy VPC: 1&2      @ \$49.50         Numeracy VPC: 1&2      @ \$49.50         Personal Development VPC: 1&2      @ \$49.50	*Note: 3&4 due Dec '23 & Jan '24 Coursebook       Vočátional Booklet         *Literacy VPC: 3&4      @ \$49.50      @ \$27.50         *Work Related Skills VPC: 3&4      @ \$49.50      @ \$27.50         Literacy VPC: 1&2      @ \$49.50      @ \$27.50         Numeracy VPC: 1&2      @ \$49.50      @ \$27.50         Personal Development VPC: 1&2      @ \$49.50      @ \$27.50	*Note: 3&4 due Dec '23 & Jan '24       Coursebook       Vocational Booklet       master iterise         *Literacy VPC: 3&4      @ \$49.50      @ \$27.50      @ \$385         *Work Related Skills VPC: 3&4      @ \$49.50      @ \$27.50      @ \$385         Literacy VPC: 1&2      @ \$49.50      @ \$27.50      @ \$385         Numeracy VPC: 1&2      @ \$49.50      @ \$27.50      @ \$385         Personal Development VPC: 1&2      @ \$49.50      @ \$27.50      @ \$385	*Note: 3&4 due Dec '23 & Jan '24       Coursebook Coursebook       Vocational Booklet       Master license PDFs       Master license PDFs         *Literacy VPC: 3&4      @ \$49.50      @ \$27.50      @ \$385       or@ \$495         *Work Related Skills VPC: 3&4      @ \$49.50      @ \$27.50      @ \$385       or@ \$495         Literacy VPC: 1&2      @ \$49.50      @ \$27.50      @ \$385       or@ \$495         Numeracy VPC: 1&2      @ \$49.50      @ \$27.50      @ \$385       or@ \$495         Personal Development VPC: 1&2      @ \$49.50      @ \$27.50      @ \$385       or@ \$495

<u>3&4 Interim masters</u>

Available from Nov

Available from Nov

**Order Details** 

#### **Vocational and Work Education Resources**

	Printed Book	e-version Master license PDFs
Work Experience Journal	@ \$22	or @ \$165
Work Placement Journal	@ \$33	or @ \$220
PDS Planner: VPC 1&2	@ \$33	or @ \$220
PDS Planner: VM 1&2	@ \$33	or @ \$220
*PDS Planner: VM 3&4 (exp Jan '24)	@ \$33	or @ \$220
Foundation Numeracy	@ \$44	na
Senior Numeracy	@ \$44	na
WACE: Career and Enterprise		
(	Printed Text	
Career and Enterprise	Coursebook	e-version Master PDFs
Career and Enterprise CAE: General 11 2ed	Coursebook	Master PDFs
	Coursebook	Master PDFs
CAE: General 11 2ed	<b>Coursebook</b>	Master PDFs or @ \$660
CAE: General 11 2ed CAE: General 12/ATAR 11 2ed	Coursebook @ \$60 @ \$62	Master PDFs or @ \$660 or @ \$660
CAE: General 11 2ed CAE: General 12/ATAR 11 2ed CAE: ATAR 12 2ed	Coursebook @ \$60 @ \$62 @ \$68	Master PDFs or @ \$660 or @ \$660 or @ \$770
CAE: General 11 2ed CAE: General 12/ATAR 11 2ed CAE: ATAR 12 2ed CAE: Foundation 11	Coursebook @ \$60 @ \$62 @ \$68 @ \$55	Master PDFs or @ \$660 or @ \$660 or @ \$770 or @ \$595
CAE: General 11 2ed CAE: General 12/ATAR 11 2ed CAE: ATAR 12 2ed CAE: Foundation 11 CAE: Foundation 12	Coursebook @ \$60 @ \$62 @ \$68 @ \$55	Master PDFs or @ \$660 or @ \$660 or @ \$770 or @ \$595

\$22 or <u>@</u> \$165	Name:			
\$33 or @ \$220	Position:			
\$33 or @ \$220				
\$33 or @ \$220	e-mail:			
\$33 or @ \$220				
\$44 <b>na</b>	School:			
\$44 <b>na</b>	School:			
Text e-version book Master PDFs	Address:			
\$60 or@ \$660				
\$62 or@ \$660	State:	Postcode:		
\$68 or @ \$770				
\$55 or @ \$595	Order No:	ABN:	ABN:	
\$55 or <u>@</u> \$595				
	email for invoice (if diffe	rent):		
	]			
ok@\$38	VM Total	VPC Total	VCAL Total	
er@ \$550	ļ\$	\$	\$	
book@ \$55	Voc Ed Total	CAE Total	I&E Total	
5ed - book@ \$68	\$	\$	\$	
\$27. *9+ Contact me s \$27. *6+ Contact me	Postage \$	Total Amount (approx) \$		
DELIVER Educatio	onal Consulting			

New editions were released in 2022	
I&E Unit 1: Workplace Participation 5ed - book	@ \$38
I&E Unit 1: Workplace Participation - e-master	@ \$550
I&E 1&2: Towards an Enterprising You 6ed - book	@ \$55
I&E 3&4: Towards an Enterprising Australia 5ed - book	@ \$68

#### Add Postage:

VM & VPC: 1 book = \$14, 2-4 books \$20, 5-8 books \$27. *9+ Contact me I&E and CAE: 1 book = \$14, 2-3 books \$20, 4-5 books \$27. *6+ Contact me *Contact me for larger orders.

> PO Box 40, Moonee Vale 3055 (03) 9939 1229 ABN 80 922 381 610 Check for samples at: www.delivereducation.com.au michael@delivereducation.com.au