

3.3 Program details

3.3 Program details							
File location of assessment tools		SharePoint\RTO30446\Voc Training Areas\CHC34015 Cert III in Active Volunteering\Assessment					
Project 1		Work Health & Safety (WHS)					
Estimated duration	5 weeks	Outcome type	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final		Assessment tools mapped on separate document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Assessment activity		Unit/s for which partial or complete evidence will be gathered		Evidence-gathering tools used		Tool code	
Students will perform duties in a safe manner, consult with others, inspect and report on hazards, conduct a risk assessment, report incidents, and participate in an emergency evacuation drill. Students will review WHS policy and procedures and conduct a toolbox presentation on a relevant WHS topic		<ul style="list-style-type: none"> HLTWHS001 Participate in workplace health and safety 		Observation checklist	Observations	<input checked="" type="checkbox"/>	WHS_OBS_P1
				Questions checklist	Questions	<input checked="" type="checkbox"/>	WHS_QST_P1
				Review folio of work against specifications	Activity Sheet	<input checked="" type="checkbox"/>	WHS_ACT_P1
					Assignment	<input checked="" type="checkbox"/>	WHS_ASS_P1
Project 2		Workplace Induction (WID)					
Estimated duration	2 weeks	Outcome type	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final		Assessment tools mapped on separate document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Assessment activity		Unit/s for which partial or complete evidence will be gathered		Evidence-gathering tools used		Tool code	
Students complete a range of forms including: TFN dec, super choice and employee details		<ul style="list-style-type: none"> FSKWGT001 Complete personal details on extremely simple and short workplace forms 		Observation checklist	Observations	<input checked="" type="checkbox"/>	WID_OBS_P2
				Questions checklist	Questions	<input checked="" type="checkbox"/>	WID_QST_P2
				Review folio of work against specifications	Assignment	<input checked="" type="checkbox"/>	WID_ASS_P2

3.3 Program details

Project 3		Healthy Body Systems (HBS)					
Estimated duration	6 weeks	Outcome type	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final		Assessment tools mapped on separate document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Assessment activity		Unit/s for which partial or complete evidence will be gathered		Evidence-gathering tools used		Tool code	
Students respond to questions and activities that look at the basic structure and function, of the body systems and process and conditions required to support healthy functioning. Student develop an information presentation and carry out 3 health/nutrition evaluations.		<ul style="list-style-type: none"> HLTAAP001 Recognise healthy body systems 		Observation checklist	Observations	<input checked="" type="checkbox"/>	HBS_OBS_P3
				Questions checklist	Questions	<input checked="" type="checkbox"/>	HBS_QST_P3
				Review folio of work against specifications	Activity Sheet	<input checked="" type="checkbox"/>	HBS_ACT_P3
					Assignment	<input checked="" type="checkbox"/>	HBS_ASS_P3
Project 4		Create Promotional Displays (CPD)					
Estimated duration	6 weeks	Outcome type	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final		Assessment tools mapped on separate document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Assessment activity		Unit/s for which partial or complete evidence will be gathered		Evidence-gathering tools used		Tool code	
Students will apply elements and principles of design to safely create two different displays and dress two different promotional stands, such as: <ul style="list-style-type: none"> Product Displays and Stands Event Stand Expo Display 		<ul style="list-style-type: none"> SITXMPR002 Create a promotional display or stand 		Observation checklist	Observations	<input checked="" type="checkbox"/>	CPD_OBS_P4
				Questions checklist	Questions	<input checked="" type="checkbox"/>	CPD_QST_P4
				Review folio of work against specifications	Assignment	<input checked="" type="checkbox"/>	CPD_OBS_P4

Project 5		Legal & Ethical Work Requirements (LEW)				
Estimated duration	5 weeks	Outcome type	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final		Assessment tools mapped on separate document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Assessment activity		Unit/s for which partial or complete evidence will be gathered	Evidence-gathering tools used			Tool code
Students will work in accordance with ethical and legal requirements, respond to issues, and identify improvements work practices. They consider work role responsibilities, respond ethically to situations in the workplace; develop workplace protocols, review an update policy and procedure		• CHCLEG001 Work legally and ethically	Observation checklist	Observations	<input checked="" type="checkbox"/>	LEW_OBS_P5
			Questions checklist	Questions	<input checked="" type="checkbox"/>	LEW_QST_P5
			Review folio of work against specifications	Activity Sheet	<input checked="" type="checkbox"/>	LEW_ACT_P5
				Assignment	<input checked="" type="checkbox"/>	LEW_ASS_P5
Project 6		Personal Work Priorities (PWP)				
Estimated duration	5 weeks	Outcome type	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final		Assessment tools mapped on separate document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Assessment activity		Unit/s for which partial or complete evidence will be gathered	Evidence-gathering tools used			Tool code
Students prioritise work, create work schedules, monitor and assess performance, identify personal development needs and record skill development and learning		• BSBWOR301 Organise personal work priorities and development	Observation checklist	Observations	<input checked="" type="checkbox"/>	PWP_OBS_P6
			Questions checklist	Questions	<input checked="" type="checkbox"/>	PWP_QST_P6
			Review folio of work against specifications	Activity Sheet	<input checked="" type="checkbox"/>	PWP_ACT_P6
				Assignment	<input checked="" type="checkbox"/>	PWP_ASS_P6

Project 7		Volunteer at School (VAS)				
Estimated duration	18 weeks	Outcome type	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final		Assessment tools mapped on separate document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Assessment activity		Unit/s for which partial or complete evidence will be gathered	Evidence-gathering tools used		Tool code	
<p>Students will volunteer in a school environment which requires them to provide service to customers from diverse social and cultural backgrounds; use suitable communication including written, verbal and non-verbal; and work withing organisational guidelines. Volunteering opportunities include, but are not limited to:</p> <ul style="list-style-type: none"> Promote events and create stalls for Valentine’s Day, Careers Expo, etc Promote, organise, and run school fundraising events Promote and create menu to make and sell on sports day/s each year Promote events run at school such as book week, NAIDOC week Fundraising event, such as: Relay for life fundraising for the Cancer Council Assist with events such as parent/teacher night, trivia night, swimming carnival, etc. They may need to serve of food and drinks, allocate tickets, etc Volunteer in P&C uniform shop and tuckshop Volunteer in classrooms supporting teachers and students Other volunteer activities as agreed by your trainer <p>Students will undertake 20 hours of volunteer work.</p>		<ul style="list-style-type: none"> CHCCOM002 Use communication to build relationships CHCDIV001 Work with diverse people CHCVOL001 Be an effective volunteer BSBOPS203 Deliver a service to customers 	Observation checklist	Observations	<input checked="" type="checkbox"/>	VAS_OBS_P7
			Questions checklist	Questions	<input checked="" type="checkbox"/>	VAS_QST_P7
			Review folio of work against specifications	Activity Sheet	<input checked="" type="checkbox"/>	VAS_ACT_P7
				Assignment (Includes Third Party Report)	<input checked="" type="checkbox"/>	VAS_ASS_P7
					<input checked="" type="checkbox"/>	