

3.4 Program details

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Project 1	Work with people AVGPROJ1				
Estimated duration	3-4 weeks	Outcome type	<input checked="" type="checkbox"/> Interim <input 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 questions that requires them to engage in discussions about differences in cultures and the meaning of diversity. Students also view various videos to gain an insight into communication styles and their impact.		<i>CHCDIV001 - Work with diverse people</i>	Observation checklist	<input type="checkbox"/>	
			Questions checklist	<input checked="" type="checkbox"/>	AVGQUES1
			Review of product/service against specifications	<input type="checkbox"/>	
			Review folio of work against specifications	<input type="checkbox"/>	
			Third party report	<input type="checkbox"/>	
			Safety induction checklist	<input type="checkbox"/>	
Project 2	Volunteering AVGPROJ2				
Estimated duration	3-4 weeks	Outcome type	<input checked="" type="checkbox"/> Interim <input 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	
This project consists of questions that require students to interpret information and prepare to be an effective volunteer.		<i>CHCVOL001 - Be an effective volunteer</i>	Observation checklist	<input type="checkbox"/>	
			Questions checklist	<input checked="" type="checkbox"/>	AVGQUES2

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			Review of product/service against specifications	<input type="checkbox"/>	
			Review folio of work against specifications	<input type="checkbox"/>	
			Third party report	<input type="checkbox"/>	
			Safety induction checklist	<input type="checkbox"/>	
Project 3	Volunteering Log Book AVGPROJ3				
Estimated duration	1-2 year (20 hours)	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 written activities that requires them to conduct research and analyse case studies. They perform 20 hours of volunteering and reflect on their experience.		<i>CHCDIV001 - Work with diverse people</i> <i>CHCVOL001 - Be an effective volunteer</i>	Observation checklist	<input type="checkbox"/>	
			Questions checklist	<input checked="" type="checkbox"/>	AVGQUES3
			Review of product/service against specifications	<input type="checkbox"/>	
			Review folio of work against specifications	<input type="checkbox"/>	
			Third party report	<input checked="" type="checkbox"/>	AVGLOG3
			Safety induction checklist	<input type="checkbox"/>	

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Project 4		Safety AVGPJ4			
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
This assessment requires students to be a careful volunteer who is able to participate in work health and safety (WHS) processes to protect own health and safety, and that of others. The 'volunteer' will also be expected to prepare a short presentation to co-volunteers, information updates (e.g. changes to Work Health and Safety (WHS), or instructions on how to use new equipment.		<i>HLTWHS001 - Participate in workplace health and safety</i>	Observation checklist	<input checked="" type="checkbox"/>	<i>AVGOBS4</i>
			Questions checklist	<input checked="" type="checkbox"/>	<i>AVGQUES4</i>
			Review of product/service against specifications	<input type="checkbox"/>	
			Review folio of work against specifications	<input type="checkbox"/>	
			Third party report	<input type="checkbox"/>	
			Safety induction checklist	<input type="checkbox"/>	
Project 5		Communicate AVGPJ5			
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
This assessment builds the skills and knowledge required to communicate effectively in a volunteering situation. It includes gathering, conveying and receiving information together with completing routine written correspondence, as well as identifying and responding to problems that could arise.		<i>BSBCMM201 - Communicate in the workplace</i>	Observation checklist	<input checked="" type="checkbox"/>	<i>AVGOBS5</i>
			Questions checklist	<input checked="" type="checkbox"/>	<i>AVGQUES5</i>
			Review of product/service against specifications	<input type="checkbox"/>	
			Review folio of work against specifications	<input checked="" type="checkbox"/>	<i>AVGFOL5</i>

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				Third party report	<input type="checkbox"/>	
				Safety induction checklist	<input type="checkbox"/>	
Project 6	Digital Technology AVGPROJ6					
Estimated duration	5-8 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
The students will demonstrate capability in using digital technology (hardware and software) by preparing a resume and cover letter to apply for a job. They will then analyse a new employee brief and create an induction presentation based on organisational policies and procedures.		<i>FSKDIG002 - Use digital technology for simple workplace tasks</i> <i>FSKWTG009 - Write routine workplace tasks</i>		Observation checklist	<input checked="" type="checkbox"/>	AVGOBS6
				Questions checklist	<input checked="" type="checkbox"/>	AVGQUES6
				Review of product/service against specifications	<input type="checkbox"/>	
				Review folio of work against specifications	<input checked="" type="checkbox"/>	AVGFOL6
				Third party report	<input type="checkbox"/>	
				Safety induction checklist	<input type="checkbox"/>	
Project 7	Numeracy AVGPROJ7					
Estimated duration	4 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 complete a series of questions based on scenarios to demonstrate calculations.		<i>FSKNUM014 - Calculate with whole numbers and familiar fractions, decimals and percentages for work</i>		Observation checklist	<input type="checkbox"/>	
				Questions checklist	<input checked="" type="checkbox"/>	AVGQUES7

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			Review of product/service against specifications	<input type="checkbox"/>	
			Review folio of work against specifications	<input type="checkbox"/>	
			Third party report	<input type="checkbox"/>	
			Safety induction checklist	<input type="checkbox"/>	
Project 8	Organise AVGPJ8 (<i>flexible elective option</i>)				
Estimated duration	4-5 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 plan and prepare to run a fundraising event, including organising physical and human resources, creating task timelines, seeking approvals and advertising the event.		<i>BSBPEF202 - Plan and apply time management</i>	Observation checklist	<input checked="" type="checkbox"/>	<i>AVGOBS8</i>
			Questions checklist	<input checked="" type="checkbox"/>	<i>AVGQUES8</i>
			Review of product/service against specifications	<input type="checkbox"/>	
			Review folio of work against specifications	<input checked="" type="checkbox"/>	<i>AVGFOL8</i>
			Third party report	<input type="checkbox"/>	
			Safety induction checklist	<input type="checkbox"/>	