3.4 Program details

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Project 1	**FSVPROJ1 - Workplace Interaction**

Estimated duration	10 weeks	**Outcome type**	☐ Interim ☑ Final	**Assessment tools mapped on separate document**	☑ Yes ☐ No

Assessment activity	**Unit/s for which partial or complete evidence will be gathered**	**Evidence-gathering tools used**		**Tool code**
This project expects students to demonstrate the skills and knowledge required to interact effectively with others including external clients and internal staff. This includes responding to a variety of workplace texts, giving and responding to spoken instructions, responding to customer queries and complaints, negotiating with co-workers and management, explaining a workplace procedure, or taking telephone calls from the general public or internal staff. Students are expected to work with printed and digital text.	*FSKRDG010 Read and respond to routine workplace information* *FSKOCM007 Interact effectively with others at work*	Observation checklist	☑	*FSVPROJ1OBS*
		Questions checklist	☑	*FSVPROJ1QUES*
		Review of product/service against specifications	☐	
		Review folio of work against specifications	☑	*FSVPROJ1FOL*
		Third party report	☐	
		Safety induction checklist	☐	

Project 2	**FSVPROJ2 - Career Planning**

Estimated duration	10 weeks	**Outcome type**	☐ Interim ☑ Final	**Assessment tools mapped on separate document**	☑ Yes ☐ No

Assessment activity	**Unit/s for which partial or complete evidence will be gathered**	**Evidence-gathering tools used**		**Tool code**
This project requires students to identify their own learning goals and needs, and develop a	*FSK LRG011-Use routine strategies for work related learning*	Observation checklist	☑	FSVPROJ2OBS
		Questions checklist	☑	FSVPROJ2QUES

formal learning plan to participate in a vocational or workplace learning environment.	FSKLRG007-Use strategies to identify job opportunities	Review of product/service against specifications	☐	
	FSKLRG010-Use routine strategies career planning	Review folio of work against specifications	☑	FSVPROJ2FOL
		Third party report	☐	
		Safety induction checklist	☐	

Project 3	FSVPROJ3 - Numeracy					
Estimated duration	10 weeks	**Outcome type**	☐ Interim ☑ Final	**Assessment tools mapped on separate document**	☑ Yes ☐ No	
Assessment activity		**Unit/s for which partial or complete evidence will be gathered**		**Evidence-gathering tools used**		**Tool code**
This project incorporates activities to demonstrate ability to calculate with whole numbers and familiar fractions, decimals and percentages. It includes activities relating to estimating, measuring and calculating routine metric measurements and skills that demonstrate a candidate's ability to identify and select appropriate measuring equipment and correctly use that equipment to perform routine workplace measurements, including simple area.		*FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work*		Observation checklist	☑	FSVPROJ3OBS
				Questions checklist	☑	FSVPROJ3QUES
		FSKNUM015 Estimate, measure and calculate with routine metric measurements for work		Review of product/service against specifications	☐	
				Review folio of work against specifications	☐	
				Third party report	☐	
				Safety induction checklist	☐	

Project 4	FSVPROJ4 - Workplace Health & Safety					
Estimated duration	15-20 weeks	**Outcome type**	☐ Interim ☑ Final	**Assessment tools mapped on separate document**	☑ Yes ☐ No	
Assessment activity		**Unit/s for which partial or complete evidence will be gathered**		**Evidence-gathering tools used**		**Tool code**
This project requires students to act as the Administrative Clerk in a simulated workplace. Students will investigate WHS processes through case studies, conduct a WHS investigation to produce a report about WHS risks and hazards in a workplace. Students will be observed demonstrating appropriate WHS practices throughout the course. They will demonstrate skills and knowledge required to deliver effective workplace presentations, such as a prepared short presentation to co-workers, information updates (e.g. changes to Work Health and Safety (WHS)), or instructions on how to use new equipment. This project requires students to participate in a work experience placement.		*BSBWHS211 Contribute to health and safety of self and others* *FSKOCM005 Use oral communication skills for effective workplace presentations* *FSKLRG006 Participate in work placement*		Observation checklist	☑	FSVPROJ4OBS
				Questions checklist	☑	FSVPROJ4QUES
				Review of product/service against specifications	☐	
				Review folio of work against specifications	☑	FSVPROJ4FOL
				Third party report	☑	FSVPROJ4REP (Work Experience Log Book/ VPG Report)
				Safety induction checklist	☐	

Project 5	FSVPROJ5 - Workplace Communication					
Estimated duration	10 weeks	**Outcome type**	☐ Interim ☑ Final	**Assessment tools mapped on separate document**	☑ Yes ☐ No	
Assessment activity		**Unit/s for which partial or complete evidence will be gathered**		**Evidence-gathering tools used**		**Tool code**
This project requires students to act as the Administrative Clerk in a simulated workplace. Students will demonstrate their knowledge of		*BSBCMM211 Apply communication skills*		Observation checklist	☑	FSVPROJ5OBS
				Questions checklist	☑	FSVPROJ5QUES

appropriate workplace communication skills through short answer questions, observations and case studies. Students will demonstrate their skills and knowledge required to identify routine workplace problems and strategies to respond to workplace disagreements and problems.	*FSKLRG009 Use strategies to respond to routine workplace problems*	Review of product/service against specifications	☐	
		Review folio of work against specifications	☑	FSVPROJ5FOL
		Third party report	☐	
		Safety induction checklist	☐	

Project 6	**FSVPROJ6 - Workplace Texts**				
Estimated duration	10 weeks	**Outcome type**	☐ Interim ☑ Final	**Assessment tools mapped on separate document**	☑ Yes ☐ No
Assessment activity		**Unit/s for which partial or complete evidence will be gathered**		**Evidence-gathering tools used**	**Tool code**
This project requires students to act as the Administrative Clerk in a simulated workplace. Students will demonstrate skills and knowledge required to select and use business software including Microsoft Outlook, Microsoft Word and Microsoft PowerPoint. Students will be required to organise electronic information and data using appropriate naming conventions. They create a variety of documents including a new employee brief, presentations and a resume with cover letter.		*BSBTEC201 Use business software applications* *FSKWTG009 Write routine workplace texts*		Observation checklist ☑	FSVPROJ6OBS
				Questions checklist ☑	FSVPROJ6QUES
				Review of product/service against specifications ☐	
				Review folio of work against specifications ☑	FSVPROJ6FOL
				Third party report ☐	
				Safety induction checklist ☐	

Project 2A	Alternate Project **"Pathways to Success"** (printed version for when computer labs are unavailable)					
Estimated duration	10 weeks	**Outcome type**	☐ Interim ☑ Final	**Assessment tools mapped on separate document**		☑ Yes ☐ No
Assessment activity		**Unit/s for which partial or complete evidence will be gathered**		**Evidence-gathering tools used**		
In this project students explore their future career pathways. They problem solve barriers to success, communication and setting goals. They create a career plan, resume and cover letter. *This project consists of a **printed workbook** and **verbal questioning**.*		*FSKLRG010 Use routine strategies for career planning* *FSKLRG007 Use strategies to identify job opportunities* *FSKLRG011 Use routine strategies for work related learning* *FSKLRG003 Use short and simple strategies for career planning **alternative elective***		Observation checklist	☐	
				Questions checklist	☑	FSVPROJ2A-QUES
				Review of product/service against specifications	☐	
				Review folio of work against specifications	☑	FSVPROJ2A-FOL

Project 4A	Alternate Project **"Digital Technology"** (for students who do not complete work placement or Proj 2A)					
Estimated duration	5 weeks	**Outcome type**	☐ Interim ☑ Final	**Assessment tools mapped on separate document**		☑ Yes ☐ No
Assessment activity		**Unit/s for which partial or complete evidence will be gathered**		**Evidence-gathering tools used**		**Tool code**
Students create a folio of workplace documents for a simulated business including letter, email and poster. They answer questions to assess their knowledge of digital technology, and are observed following workplace procedures regarding digital technology.		*FSKDIG002 Use digital technology for routine and simple workplace tasks **alternative elective***		Observation checklist	☑	FSVPROJ4A-OBS
				Questions checklist	☑	FSVPROJ4A-QUES
				Review of product/service against specifications	☐	
				Review folio of work against specifications	☑	FSVPROJ4A-FOL