

3.4 Program details

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Project 1	VWSPROJ1			
Estimated duration	10 weeks / 1 term	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	
Communication <i>This project demonstrates knowledge and skills in basic aspects of device operations, including ergonomic use, basic features of an operating system, file management conventions, simple word processing and digitally producing workplace documents. An understanding of working safely according to organisational policies and procedures and an ability to communicate effectively must be demonstrated throughout the completion of the project</i>	<ul style="list-style-type: none"> • BSBCMM211 Apply communication skills (EOC1 & 3) • BSBTEC101 Operate digital devices • BSBWHS211 Contribute to health and safety of self and others (EOC1 & 3) 	Observation checklist	<input checked="" type="checkbox"/>	VWSOBS1
		Questions checklist	<input checked="" type="checkbox"/>	VWSQUES1
		Review of product/service against specifications	<input type="checkbox"/>	
		Review folio of work against specifications	<input checked="" type="checkbox"/>	VWSFOL1
		Third party report	<input type="checkbox"/>	
		Safety induction checklist	<input type="checkbox"/>	

Project 2		VWSPROJ2			
Estimated duration	10 weeks / 1 term	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
Career Planning <i>Students will plan for, and undertake work experience that enables them to demonstrate a range of knowledge and skills, including working safely, effective communication and organisational skills.</i>		<ul style="list-style-type: none"> • BSBPEF202 Plan and apply time management • BSBWHS211 Contribute to health and safety of self and others • FSKLRG006 Participate in work placement • BSBCMM211 Apply communication skills (EOC 2) 	Observation checklist	<input checked="" type="checkbox"/>	VWSOBS2
			Questions checklist	<input checked="" type="checkbox"/>	VWSQUES2
			Review of product/service against specifications	<input type="checkbox"/>	
			folio of work against specifications	<input type="checkbox"/>	
			Third party report	<input checked="" type="checkbox"/>	VWSREP2
			Safety induction checklist	<input type="checkbox"/>	

Project 3		VWSPROJ3			
Estimated duration	10 weeks / 1 term	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
Customer Service <i>Students will demonstrate their understanding of effective customer service skills and sustainable work practices by either undertaking a business venture with a specific target group OR analysing a case study, identifying and making suggestions for improvement, then role-playing.</i>		<ul style="list-style-type: none"> • BSBOPS201 Work effectively in business environments • BSBSUS211 Participate in sustainable work practices • BSBOPS203 Deliver a service to customers 	Observation checklist	<input checked="" type="checkbox"/>	VWSOBS3
			Questions checklist	<input checked="" type="checkbox"/>	VWSQUES3
			Review of product/service against specifications	<input checked="" type="checkbox"/>	VWSPROD3
			Review folio of work against specifications	<input type="checkbox"/>	
			Third party report	<input type="checkbox"/>	
			Safety induction checklist	<input type="checkbox"/>	

Project 4		VWSPROJ4			
Estimated duration	10 weeks / 1 term	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>Wellbeing in Business <i>Students will research one formal and one informal wellbeing resource using the internet to develop basic knowledge of factors that may influence wellbeing, both positively and negatively. Students will then develop a plan and communicate it to their supervisor using an appropriate style and method of communication. Students will also plan a strategy to deal with a negative response.</i></p>	<ul style="list-style-type: none"> • BSBPEF201 Support personal wellbeing in the workplace • BSBTEC203 Research using the internet 	Observation checklist	<input checked="" type="checkbox"/>	VWSOBS4	
		Questions checklist	<input checked="" type="checkbox"/>	VWSQUES4	
		Review of product/service against specifications	<input checked="" type="checkbox"/>	VWSPROD4	
		Review folio of work against specifications	<input type="checkbox"/>		
		Third party report	<input type="checkbox"/>		
		Safety induction checklist	<input type="checkbox"/>		