|  |
| --- |
| A Job Well DoneVisiting the WorkplaceTeacher Lesson Plans and Resources |

Contents

Introduction 3

Further Resources 12

# Introduction

*A Job Well Done* is an online resource that supports students with a disability to undertake Occupational Health and Safety (OHS) training, prior to undertaking a work experience placement.

Teacher lesson plans and student worksheets have been developed to assist teachers to design and deliver lessons to prepare students with a disability for work experience. These resources can be customised and tailored to meet the individual learning needs of students. By providing a range of activities to help students explore OHS issues related to the world of work, teachers will be able to assess the work readiness of their students prior to undertaking a work experience placement. .

The General Module – ***Visiting the workplace*** has been developed to support schools to adequately prepare students to meet the OHS requirements as set in the OHS programs developed by the Department of Education and Training (DET), prior to the undertaking work experience.

Included in this resource are:

* 5 Lesson Plans to deliver the General Module ***Visiting the workplace***
* 2 Teacher Resources - Visiting the workplace Student Progress Checklist 1 and 2.

Lesson Plans include:

* Key OHS messages for students
* Purpose of the lesson
* Learning outcome
* Student Worksheet for that lesson
* Suggested activities to plan and deliver
* Video title to support lesson delivery
* Suggested assessment
* Suggested Curriculum links
* Further resources.

Teachers should use this resource in conjunction with:

* A Job Well Done General Modules
* DET [Work Experience Manual](https://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/workexperience.aspx) for Victorian Secondary schools.
* The [Workplace Learning Toolbox](https://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/teachers.aspx)

For some students, [safe@work](https://www.education.vic.gov.au/school/students/beyond/Pages/swguide.aspx?Redirect=1) may also be appropriate.

|  |  |
| --- | --- |
| Topic | Visiting the Workplace  |
| Number of lessons in this topic  | 5 |
| **Lesson 1**  | **Visiting the Workplace (Workplace Orientation / Induction)** |
| Key messages  | * When you visit the workplace for the first time it is a good chance for you to get to know your workplace.
* Take the opportunity to find out about things that are important for you to work there.
* Look out for important safety features.
 |
| Learning outcome  | Understand the importance of orientation / induction on the first day of work experience or work placement.  |
| Purpose  | To familiarise students with their planned workplace.To explore the need for effective listening skills to interpret and follow instructions. To introduce correct greetings and how to ask questions during orientation / induction. |
| Student Worksheets  | Student induction work book |
| Suggested Activities  | This lesson is in two parts and should be delivered with a workplace visit between parts. Part1: Watch Workplace Visit Discuss the key questions that Indi asks Kathy * Is there an interview for work experience?
* How do I introduce myself on my first day?
* What is the appropriate way to act around people I don’t know?
* Who will be my supervisor? What do they do?
* What are my responsibilities when I am working?
* If I make a mistake what should I do?
* Do I work on my own, or in a team?
* What top tips do you have for me about work experience?

Part 2: Organise a visit to the student’s workplace. This should be a ‘no surprises’ exercise where students complete their Student Induction Workbook so that they can feel prepared for their work experience placement. **Note:** There are five industry specific video clips in *A Job Well Done*. Students can watch the industry videos as part of orientation to the world of work, if work experience placements are not yet finalised.  |
| Related Videos  | Office, Kitchen, Farm, Retail, Warehouse |
| Suggested Assessment  | Students complete their Student Induction WorkbookComplete a Work Experience placement Employer Feedback Report |
| Suggested curriculum links  | Possible links to the Victorian Curriculum could include: Capabilities [Critical and Creative Thinking](http://victoriancurriculum.vcaa.vic.edu.au/critical-and-creative-thinking/introduction/scope-and-sequence)Questions and Possibilities [Personal and Social Capability](http://victoriancurriculum.vcaa.vic.edu.au/personal-and-social-capability/introduction/scope-and-sequence)Relationships and diversity Collaboration Related links to work experience preparation can be located in: [Foundation VCAL - Strand 3](https://www.vcaa.vic.edu.au/Pages/vcal/students/compulsorystrands.aspx) |

|  |  |
| --- | --- |
| Topic | Visiting the Workplace  |
| Number of lessons in this topic  | 5 |
| **Lesson 2** | **My role as a work experience student**  |
| Key messages  | * Knowing your role as a work experience student
* Knowing your responsibilities while at the workplace
* Learning about employment terms and conditions.
 |
| Learning outcome  | Identify work experience processes and procedures.  |
| Purpose  | To understand roles and responsibilities of employees and employers. |
| Student Worksheet  | My role as a work experience student |
| Suggested Activities  | Brainstorm with students their role as a work experience student. Gather their ideas on what it means to be an employee.1. From this range of ideas ask students to select the Top 10 ideas and allocate a priority order to them.

Include: * Basic workplace etiquette- correct greetings, please, thank you, you are welcome, good morning, good afternoon
* Knocking on a door before entering
* Keeping workspaces tidy, free of mess and clutter
* Washing up your own dishes at break and meal times
* Not speaking too loudly in an open office area
* Offering support, Are you Ok? / Can I help?

Display the students’ list in the classroom as a reminder of their role and responsibilities. 1. Complete the Student Worksheet My role as a work experience student.
 |
| Related Video  | Visiting the Workplace |
| Suggested Assessment  | Completion of a work experience calendar of events or Reflective Journal  |
| Suggested curriculum links  | Possible links to the Victorian Curriculum could include: Capabilities [Critical and Creative Thinking](http://victoriancurriculum.vcaa.vic.edu.au/critical-and-creative-thinking/introduction/scope-and-sequence)Questions and Possibilities [Personal and Social Capability](http://victoriancurriculum.vcaa.vic.edu.au/personal-and-social-capability/introduction/scope-and-sequence)Relationships and diversity Collaboration  |

|  |  |
| --- | --- |
| Topic | Visiting the Workplace  |
| Number of lessons in this topic  | 5 |
| **Lesson 3** | **What makes an effective team** |
| Key messages  | * Working as a team is an important part of being a good employee.
* Everyone plays an important role in the workplace.
* For example the people who clean the building are just as important as the managers.
* Team work is when everyone does the best they can to reach the same goal.
 |
| Learning outcome  | Understand the skill of teamwork to support safe workplaces. |
| Purpose  | Students explore the need for teamwork in the workplace as a way to completing tasks safely and efficiently. |
| Student Worksheet  | What makes an effective team |
| Suggested Activities  | Discuss a range of examples where teamwork is important to work effectively and efficiently in the workplaces. For example; team sports, clubs, project work.1. Organise a guest speaker from the school's alumni or community to present a narrative of how teamwork supported their development of their career journey. Ask students to interview the speaker and present a narrative of their teamwork story. Alternatively, watch a film that explores how teamwork builds personal and social resilience.
2. Complete the Teamwork Tower activity on the Student work sheet.
3. Compile a list of teamwork words that students use when discussing their tower.

For example: * Focussed and calm
* Sense of humour
* Empathy
* Strength and determination
* Support and respect others
* Be reliable and responsible
* Clear instructions
* Everyone is equal
* Everyone contributes

Explore the nature of personal attributes and how these build teamwork. |
| Related Video  | RetailKitchenWarehouseFarm Demonstrates how Ella and Indi are part of team to work efficiently and safely. |
| Suggested Assessment  | Completed narrative of their guest speaker’s tips on Teamwork. |
| Suggested curriculum links  | Possible links to the Victorian Curriculum could include: [Critical and Creative Thinking](http://victoriancurriculum.vcaa.vic.edu.au/critical-and-creative-thinking/introduction/scope-and-sequence)Questions and Possibilities [Personal and Social Capability](http://victoriancurriculum.vcaa.vic.edu.au/personal-and-social-capability/introduction/scope-and-sequence)Relationships and diversity Collaboration [Health and Physical Education](http://victoriancurriculum.vcaa.vic.edu.au/health-and-physical-education/introduction/scope-and-sequence)Personal, Social and Community Health  |

|  |  |
| --- | --- |
| Topic | Visiting the Workplace  |
| Number of lessons in this topic  | 5 |
| **Lesson 4** | **Your responsibilities** |
| Key messages  | * A responsibility is a task or job that you need to complete, either because someone has asked you to, or because it is the right thing to do.
* Being a responsible person means making decisions and behaving in a way that allows other people to rely on you.
* If you show yourself to be reliable and perform your responsibilities well, people will feel confident about your abilities, and they will trust that you will get the job done.
 |
| Learning outcome  | Identify key responsibilities related to work experience placement. |
| Purpose  | To build student knowledge of transferable skills and how they are developed through structured responsibilities. Transferable skills can be developed at home, at school and at work. |
| Student Worksheet  | Your responsibilities |
| Suggested Activities  | * Discuss each point on the 'Your responsibilities' activity sheet.
* Discuss responsibilities students have at home and at school.
* Discuss how these responsibilities are applicable in a work setting using the 'Transferrable responsibilities' activity.
 |
| Related Video  | Know the rules.Ella seeks information from Sally. Sally explains what the OHS requirements are. She outlines Watch / Listen/ Ask and explains teamwork and issues related to workplace bullying. Sally explains a range of transferable skills. Use this video to explore the range of transferable skills Ella will develop while at work experience. |
| Suggested Assessment  | Completed Student Worksheet |
| Suggested curriculum links  | Possible links to the Victorian Curriculum could include: [Critical and Creative Thinking](http://victoriancurriculum.vcaa.vic.edu.au/critical-and-creative-thinking/introduction/scope-and-sequence)Questions and Possibilities [Personal and Social Capability](http://victoriancurriculum.vcaa.vic.edu.au/personal-and-social-capability/introduction/scope-and-sequence)Relationships and diversity Collaboration [Health and Physical Education](http://victoriancurriculum.vcaa.vic.edu.au/health-and-physical-education/introduction/scope-and-sequence)Personal, Social and Community Health  |

|  |  |
| --- | --- |
| Topic | Visiting the Workplace  |
| Number of lessons in this topic  | 5 |
| **Lesson 5** | **Interview Skills**  |
| Key messages  | * Be prepared for your interview
* Find out more about the workplace before you go
* Practice some interview questions with people you know
 |
| Learning outcome  | Identify strategies to assist students complete a successful workplace interview. |
| Purpose  | To build student capacity to feel comfortable in a new work situation and respond appropriately to questions during an interview. |
| Student Worksheet  | Interview skills |
| Suggested Activities  | Watch Visiting the WorkplaceDiscuss these questions:* What suggestions does Kathy offer Indi to help him prepare to attend a work experience interview?
* Would these suggestions work for you?
* What could you do to stay calm and focussed during an interview?
1. Use the Student Worksheet to role play a range of interview scenarios.
2. Invite an employer or industry representative to participate in Mock Interviews.
 |
| Related Video  | Visiting the Workplace |
| Suggested Assessment  | Completed Student Worksheet |
| Suggested curriculum links  | Possible links to the Victorian Curriculum could include: [Critical and Creative Thinking](http://victoriancurriculum.vcaa.vic.edu.au/critical-and-creative-thinking/introduction/scope-and-sequence)Questions and Possibilities [Personal and Social Capability](http://victoriancurriculum.vcaa.vic.edu.au/personal-and-social-capability/introduction/scope-and-sequence)Recognition and expression of emotions Development of resilience Relationships and diversity Collaboration [Health and Physical Education](http://victoriancurriculum.vcaa.vic.edu.au/health-and-physical-education/introduction/scope-and-sequence)Personal, Social and Community Health  |

# Further Resources

|  |  |
| --- | --- |
| [ADCET](https://www.adcet.edu.au/) | Australian Disability Clearing house on Education and Training provides a wide range of resources for delivery of teaching and learning activities for students with disabilities. |
| [NDCO](http://www.ndcovictoria.net.au/) | National Disability Coordination Officer Program includes teaching and learning resources for work experience. For example: Make it Happen Work Experience Student Workbook |
| [safe@work](https://www.education.vic.gov.au/school/students/beyond/Pages/generalmodule.aspx) | DET OHS program to prepare Victorian secondary school students for work experience. |
| [Work Experience Manual](https://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/workexperience.aspx) | DET Work Experience Manual provides polices, roles and responsibilities and forms, related to the safe delivery of work experience programs in Victorian schools. |
| [Workplace Learning Toolbox](https://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/teachers.aspx) | DET Teaching resource that provides vital information about the work environment, with a strong focus on the importance of good OHS practice. |