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| A Job Well Done  General  AND INDUSTRY ModuleS  A guide for schools |

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# A Job Well Done Resources – A Guide for Schools

## Introduction

A Job Well Done is an online set of resources that has been developed to build the content knowledge and capacity of the career practitioners and teachers to support students with disabilities to undertake OHS preparation, prior to work experience.

The following information should be used in conjunction with the DET Work Experience Manual for Victorian Secondary schools.

<https://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/workexperience.aspx>.

When delivering ‘A Job Well Done’, teachers are encouraged to allow students to work at their own pace and to offer a variety of activities to reinforce the key messages of each module.

The resources consist of a General Module and five Industry Modules.

Students must be able to demonstrate an understanding of all aspects of the General Module and of the Industry Modules relevant to their work experience placement.

## General Module

This module includes a range of resources customised for students with disabilities:

### Getting Ready - establishes the personal requirements for preparing for a workplace experience

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| Student Worksheets | |
| 1 | What to wear |
| 2 | Personal care |
| 3 | Communicating in the workplace |
| 4 | Things I may need help with |
| 5 | Preparing to visit the workplace |
| 6 | My key person |
| 7 | Planning how to get there |
| 8 | Preparing to travel to work |
| 9 | Travel training skills for pedestrians |
| 10 | Travel training for public transport |

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| Teacher Support Resources | |
| 1 | Teacher lesson plan |
| 2 | Getting ready video |
| 3 | Link to the getting ready video with Auslan |
| 4 | Getting ready – Student progress checklists |
| 5 | Travel identification and concession card Fact Sheet |
| 6 | Travel training for public transport assessment |

### Know the Rules – provides information about workplace rules and occupational health and safety requirements

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| Student Worksheets | |
| 1 | Health and safety laws |
| 2 | Duties of employers and employees |
| 3 | Personal safety |
| 4 | Workplace bullying |
| 5 | Discrimination laws |
| 6 | OHS signs |
| 7 | Personal protective equipment |
| 8 | First aid |
| 9 | Emergency procedures |
| 10 | Manual handling |
| 11 | Slips, trips and falls |
| 12 | Workplace noise |
| 13 | Mechanical equipment safety |
| 14 | Hazardous substances and dangerous goods |
| 15 | Electricity |
| 16 | Hazard identification risk assessment and control |

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| Teacher Support Resources | |
| 1 | Know the rules - Teacher lesson plans and know the rules video |
| 2 | Know the rules video |
| 3 | Link to the Know the Rules Auslan Video |
| 4 | Know the rules - Student progress checklist |

### Visiting the Workplace - explores the work environment and roles and responsibilities of a work experience student

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| Student Worksheets | |
| 1 | Employer fact sheet |
| 2 | Induction workbook |
| 3 | My role as a work experience student |
| 4 | What makes an effective team |
| 5 | Your responsibilities |
| 6 | Interview Skills |

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| Teacher Support Resources | |
| 1 | Visiting the workplace – Teacher lesson plan |
| 2 | Visiting the workplace video |
| 3 | Link to the Visiting the workplace Auslan Video |
| 4 | Visiting the workplace – Student progress checklists |

Note – Refer to the following link to access certificate of completion.

<https://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/welldone.aspx>

## Industry ModuleS

The ‘A Job Well Done’ resources includes five specific industry modules that provide information on safety aspects in the workplace in specific industry contexts. Each industry module has accompanying lesson plans and videos that support the preparation of students for work experience. The materials have been prepared for teachers to assist them in the design of units of work for students. Each industry module includes general information on the industry and key messages on how students can stay safe in each industry.

There are five Industry modules to support students with disabilities prepare for work experience:

* Administrative and Support Services
* Agriculture, Forestry and Fishing
* Accommodation and Food Services
* Retail Trade
* Transport, Postal and Warehousing

### Industry Module Resources

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| Industry Information Fast Factsheets | |
| 1 | Accommodation and Food Services |
| 2 | Administrative and Support Services |
| 3 | Agriculture, Forestry and Fishing |
| 4 | Retail Trade |
| 5 | Transport, Postal and Warehousing |

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| Teacher Support Resources | |
| 1 | Teacher Lesson Plan |
| 2 | Accommodation and Food Services –Kitchen video |
| 3 | Link to the Kitchen Auslan Video |
| 4 | Administrative and Support Services – Office video |
| 5 | Link to the Office Auslan Video |
| 6 | Agriculture, Forestry and Fishing – Farm video |
| 7 | Link to the Farm Auslan Video |
| 8 | Retail Trade – Retail video |
| 9 | Link to the Retail Auslan Video |
| 10 | Transport, Postal and Warehousing – Warehousing video |
| 11 | Link to the Warehousing Auslan Video |

## Collaboration

Communication between the student, the teacher, the employer and the parents or carers is important for a successful placement.

The teacher should prepare guidance for the employer on how to work with and communicate with the student during work experience to ensure in-school adjustments can be reflected in the work place.

Parents and carers should be a key support for their child during work experience. Teachers are encouraged to provide information to parents and carers about the importance of their role in supporting their child during their work experience.

Collaboration before, during and after the work experience is important to a successful placement. This is an important opportunity to capture what the student has achieved during the placement and to understand their future learning needs and opportunities. This will also assist the school to building relationships with future work placement opportunities for other students.