

# Work Related Skills



## Course Description

Vocational Major Work Related Skills (WRS) examines a range of skills, knowledge and capabilities relevant to achieving individual career and educational goals. Students will develop a broad understanding of workplace environments and the future of work and education, in order to engage in theoretical and practical planning and decision-making for a successful transition to their desired pathway.

The study considers four key areas: the future of work; workplace skills and capabilities; industrial relations and the workplace environment and practice; and the development of a personal portfolio.

Students will have the opportunity to apply the knowledge and skills gained from this study in the classroom environment and through Structured Workplace Learning (SWL).

## Course structure

### *Unit 1 Careers and learning for the future*

#### *Area of Study 1 – Future careers*

In this area of study students will evaluate information relating to employment. They will consider the reliability and credibility of information sources and the scope of labour market information available, including skills shortages and industry growth areas, emerging industries and current and future trends. Students will apply strategies to improve planning and decision-making related to gaining employment. They will develop research skills and collate evidence and artefacts relating to their future employment prospects.

#### *Area of Study 2 – Presentation of career and education*

In this area of study students will consolidate their knowledge and understanding of future careers and their personal aspirations, skills and capabilities. Students will develop strategies for conducting research and presenting their research findings, seek feedback and refine their goals through self-reflection.

### *Unit 2 Workplace skills and capabilities*

#### *Area of Study 1 – Skills and capabilities for employment and further education*

In this area of study students will consider the changing nature of work and the impact this has on future career pathways. They will distinguish between transferable skills that are valued across industries and specialist and technical work skills required for specific industries. They will be able to recognise how personal capabilities contribute to future success, and demonstrate their own skills and capabilities through artefacts and evidence.

#### *Area of Study 2 – Transferable skills and capabilities*

In this area of study students will recognise the relationship between transferable and employability skills and capabilities. They will investigate the role of ongoing education, training and development for essential and specialist skills, and how these skills can be applied across different jobs and industries. Students will apply strategies to promote their unique skills and capabilities through writing job applications and participating in mock interviews.

## ***Unit 3 Industrial relations, workplace environment and practice***

### ***Area of Study 1 – Workplace wellbeing and personal accountability***

In this area of study students will be introduced to the features and characteristics of a healthy, collaborative and harmonious workplace. They will examine the concept of culture and consider the characteristics of work–life balance. Students will analyse the interconnection between employee and employer expectations and understand the importance of diversity and inclusion in the workplace. They will apply their understanding of workplace wellbeing to simulated workplace scenarios and real-life case studies.

### ***Area of Study 2 – Workplace responsibilities and rights***

In this area of study students will explore workplace relations, including the National Employment Standards and methods of determining pay and conditions. They will consider the characteristics and legal consequences of workplace bullying, workplace discrimination and workplace harassment, and gain an overview of the common legal issues experienced in the workplace. Students will examine processes to address and resolve workplace disputes.

### ***Area of Study 3 – Communication and collaboration***

In this area of study students will apply effective and efficient workplace communication strategies. They will consider their role and the role of teams in the workplace. Students will also investigate techniques for developing and fostering professional, formal and informal networks and the role of digital and electronic collaboration and communication.

## ***Unit 4 Portfolio development***

### ***Area of Study 1 – Portfolio development***

In this area of study students will explore the purpose of a portfolio and consider the intended audiences and uses of portfolios in different contexts. They will discuss and compare the features and uses of physical and digital portfolios and examine the characteristics of a high-quality portfolio. Students will understand how to prepare a portfolio proposal and how to plan the development of a portfolio.

### ***Area of Study 2 – Portfolio presentation***

In this area of study, students will apply their knowledge of portfolios by engaging in the process of developing and formally presenting their completed portfolio in a panel style interview. Students will use a range of verbal, written and practical strategies to communicate their skills and knowledge, including visual appeal, and varied and appropriate content. Students will evaluate their portfolio using a range of mechanisms including self-assessment, feedback and comparison with criteria.

## **Entry and Recommendations**

There are no prerequisites for entry to WRS Units, Students undertaking the Vocational Major pathway to VCE are required to complete a minimum of 2 WRS units and have a minimum requirement for units at 3 and 4 level. Therefore, students would be expected to enrol and complete all 4 units if choosing this pathway.

# Assessment

## ***Satisfactory Completion***

Demonstration of achievement of outcomes and satisfactory completion of a unit are determined by evidence gained through the assessment of a range of learning activities and tasks. Students must document work evidence in a folio and must meet the required standards of the unit.

## ***Level of Achievement***

### ***All PDS Units***

- Coursework
  - School based assessments
  - Portfolio submission of evidence
  - Project based tasks and outcomes
  - Engagement and learning through Enrichment Program
  - Engagement with a workplace or experience with work.

