This assignment is an assessment task and should be submitted when you return to school. The assignment totals 50 marks.

All students should complete PART A.

PART B of this assignment comprises some questions relating to Trade Unions. If the workplace is not actively involved with a union, you should research this section on the Trade Union website - www.actu.org.au

Alternately, you could research this information by speaking to parents, relatives or friends in the workforce.

PART C of the assignment requires students to record thoughts before commencing work experience, then reflect on this after work experience.
PART A

TRAINING AND ADVANCEMENT

1. What are the qualifications the employer would expect for the job you are doing?

   1 mark

2. Identify the course of study you would need for this position e.g. apprenticeship, university degree, TAFE course etc.

   1 mark

3. List any specific school subjects you would need to get into this course.

   1 mark

4. List two universities or TAFE colleges that offer this course.

   2 marks

5. How long would it take you to complete this course?

   1 mark

6. Are there any opportunities for job promotion in this organisation? You will need to explain how the promotion would be effective. For example, would the promotion require further study, experience etc.

   1 mark

Total / 7 marks
THE JOB

1. Make a list of the tasks you were required to do.

2. What task(s) did you like the most / least and why?  

3. Explain how you felt on the first morning of work. 

4. Describe how you spent your breaks (morning tea, lunch etc) 

5. Describe the appearance of the workplace. Include furniture, machinery, staff facilities etc. You may like to provide a photo or diagram. 

Total / 8 marks
PAY

1. How much (approximately) would you get paid if you were doing the job as a full time employee with the organisation or company? An estimate will be enough information. Be mindful that rate of pay can be a sensitive topic; you may need to speak to the Human Resources Manager to find out pay rates, don’t ask an employee directly.

1 mark

2. How often would you get paid? (weekly, fortnightly, monthly). What impact would this have on planning your budget?

1 mark

3. What information can you find out about taxes deducted from an employee’s pay? You may recall the presentation from the Australian Tax Office in yr 9 for this information. Taxation rates can also be researched on the ATO website.

2 marks

Total / 4 marks
1. List any new technology introduced over the past 5 years. e.g. computerised stock control, software/hardware, laser cutters, iPad etc.

2 marks

2. Describe any effects that the introduction of technology may have had on the workplace. e.g. loss of jobs, greater efficiency, increased production etc.

2 marks

3. Did you work with any new technology? Describe and explain the new technology and how it was used in the workplace.

1 mark

Total / 5 marks
EQUAL OPPORTUNITY

1. Explain any special leave entitlements for employees e.g. maternity/paternity leave, rostered day off (RDO)

   1 mark

2. Are there any special arrangements on the worksite for workers or visitors with physical or other disabilities?

   1 mark

Total / 2 marks
JOBS AND CAREERS

1. Briefly describe three jobs in this workplace other than the one you are doing.

   i

   ii

   iii

   3 marks

2. Choose one of the above jobs and find out more details. Include the tasks involved and qualification required.

   2 marks

Total / 5 marks
1. Describe any special occupational health and safety regulations specific to your work placement.

1 mark

2. Provide details of any safety program implemented at the workplace. e.g. safety signs, fire drill procedures, OHS training etc.

1 mark

3. What is Workcover?

1 mark

4. Explain how Workcover can assist an employee. You may need to do further research to answer this question in appropriate detail.

2 marks

Total / 5 marks
PART B: TRADE UNIONS

If the workplace is not actively involved with a trade union, you could find this information by speaking with a relative or friend or by viewing the Australian Council of Trade Unions (actu) website [www.actu.org.au](http://www.actu.org.au)

1. Describe the key role of a trade union in the workplace.

   1 mark

2. Name the trade union employees in this workplace can belong to. Note there may be more than one trade union in a large organisation.

   1 mark

3. Explain how strike action is used in negotiating member’s claims.

   2 marks

Total / 4 marks
PART C: TIME FOR REFLECTION

Before work experience:

In a paragraph explain your feelings before you started work experience. You could begin from when you first realised you would be participating in the Year 10 work experience program. Questions you may like to address include:

- Were you excited, a bit apprehensive or scared stiff?
- How did you feel about approaching the employer to request work experience?
- Did you have any concerns regarding the work you might be doing or the people you might be working with?
- How did you think you would adjust to the “adult” world?
- How did you deal with any rejections to your request for work experience?

5 marks

After work experience:

How was it? Jot down some thoughts you have had during work experience. Before you return to school write a paragraph comparing your thoughts prior to work experience and how you felt at the conclusion.

5 marks

Total / 10 marks