Year 10 Rich Task: Workplace and Industry Analysis

Investigate these workplace operations:
• Rights and responsibilities of employees and employers.
• Regulations – OH&S, Equal opportunity, harassment and Discrimination
• OH&S procedures
• Job Operations, tasks and processes
• Communication in the Workplace

Analyse at least two operations in further detail with reference to your nominated work experience placement.
• Profile the Workplace and its operations
• Summarise aspects of workplace issues
• Identify areas of conflict, dispute or controversy (Potential)
• Describe different parties’ viewpoints
• Evaluate processes in place to resolve disputes, conflict or controversy

Identify specific workplace terminology, symbols and procedures and create a detailed glossary.

Design a web page, board game or display booklet and an accompanying introductory session for the intended audience. The aim is to inform the audience about your workplace specifics to ensure they are able to work in the environment without issues.

Demonstrate what you have learnt about your work placement with appropriate inclusions and reflections in your end result.

Generate a working web site, board game or display booklet that uses accepted parameters.

Use evidence from the workplace to support the information in your end result.

Present your finished product to the audience and clearly demonstrate how it is to be used.

Use the Self Assessment Guideline to evaluate your knowledge and understanding of workplace operations. Discuss how your thinking has changed due to your work experience and research.

Chris Davey-White and Sue Stoneman at Narre Warren South P-12 College.