You are to investigate and report on workplace operations with specific reference to your work experience placement.

**VELS referents**

*Discipline Based Learning*
- **ENGLISH**
  - Writing
  - Speaking and Listening
- **HUMANITIES**
  - Economic knowledge and understanding

*Inter-Disciplinary Learning*
- **THINKING**
  - Reasoning, processing and Inquiry
  - Reflection, evaluation and metacognition
- **COMMUNICATION**
  - Presenting
  - Creating
  - Visualising thinking

*Physical, Personal and Social Learning*
- **PERSONAL LEARNING**
  - Managing personal learning

**Targeted repertoires of practice**
- Identify workplace, occupation and issues
- Reading and interpreting workplace procedures
- Evaluating workplace practices
- Demonstrate understanding of differing communication mediums
- Use ICT to communicate information to others
- Understand and explain individual though processes to others
- Informing via formal presentation

**Analyse at least two operations in further detail with reference to your nominated work experience placement.**
- Profile 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.

**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.

**Present your finished product to the audience and clearly demonstrate how it is to be used.**
- Your understanding of how this medium operates will be demonstrated here.

**Use 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.**

**Ideas, links and comments**
- Students can chose the ICT program that best suits them and are able to demonstrate extended knowledge and application depending on the program used.
- Use pictures and symbols from your actual workplace to create authenticity

**Task Parameters**
- Students are to work individually and are to create authenticity by using their own work experience placement as a guide.
- The finished product is to be presented in class and explained by the author.
- Tasks will be graded in four possible increments: Sophisticated, Proficient, Adequate and Not satisfactory.