

Let the students teach

Background

This activity supports the video clip from **WorkABLE: Teachers at work** – Narelle Greenwood.

The activities are designed to support student learning but may also be used for assessment purposes. The activities support the learning outcomes from Work Related Skills Unit 1 but may not cover all the elements. If the activities are to be used as assessment tasks, teachers should check the relevant curriculum document, e.g. the *VCAL Curriculum Planning Guides*, to ensure all the elements are covered and the activity is consistent with the unit purpose statement.

The unit suits Foundation and Intermediate levels.

Overview of the activity

Students will individually research a series of work related issues including employee rights and responsibilities, raising OHS issues, personal safety plans, working safely, hazard identification, risk assessment, OHS in practice and OHS in the community in order to present them as mini OHS lessons to another group of students for example, at a local specialist school or a younger group of VCAL students. The research will be submitted as a part of their work folio.

There are six parts to this activity:

1. Research employee rights and responsibilities, raising OHS issues, personal safety plans, working safely, hazard identification, risk assessment, OHS in practice and OHS in the community.
2. Develop a timeline of the planning process
3. Develop lesson plans for a series of mini OHS lessons for a younger VCAL group (for example, a local Special School VCAL class)
4. Communicate with the supervising teacher and classroom teacher in a formal manner.
5. Conduct mini lessons and take footage of the lessons being conducted
6. Review the lessons and re-draft lesson plans after the review

Purpose of the activity

Let the students teach will allow students to learn how employee and employer rights and responsibilities impact on work safety and satisfaction. When creating lesson plans and conducting lessons students will create a microcosm of the workplace environment and will need to put newly learnt theory of rights and responsibilities into practice.

Assessment

The activities in this unit are designed to support student learning but may also be used for assessment purposes. The activities support the learning outcomes listed in the table below but may not cover all the elements. If the activities are to be used as assessment tasks, teachers should check the relevant curriculum document, for example, the *VCAL Curriculum Planning Guides*, to ensure all the elements are covered and the activity is consistent with the unit purpose statement.

While documentation from undertaking the activities in this unit can be collected to build a portfolio of evidence to be used for the assessment of relevant learning outcomes, students will need to demonstrate competence of a learning outcome on more than one occasion and, wherever possible, in different contexts, to ensure the assessment is consistent, fair and equitable.

Evidence required

Evidence of successful completion of the assessment task to be collected for the student portfolio includes:

- individual research portfolio
- original lesson plans for mini lessons
- video footage of each lesson
- classroom teacher's feedback for each lesson
- supervising teachers feedback for each lesson
- revised lesson plans for each lesson
- safe@work test data
- case study activity and student responses
- final folio of work.

Assessment evidence	L01	L02	L03	L04	L05	L06
	An X indicates how many times the outcome is met.					
Individual research portfolio		X	X	X	X	X
Original lesson plans for mini lessons		X	X	X	X	XXX
Video footage of each lesson		X	X	X	XX	XXX
Classroom teacher's feedback for each lesson		X	X	X	XX	X
Supervising teacher's feedback for each lesson		X	X	X	XX	X
Student evaluation of each lesson		X	X	X	XX	X
Revised lesson plan of each lesson		X	X	X	XX	XXX
Safe@Work test data		X		X	XX	X
Case study activity and student responses		X		X	XX	XXX
Final folio of work		X	X	X	XX	X

Assessment Template

Learning outcome 1

Learn about basic conditions and entitlements of a specific industry

Description of what the student will be required to do in order to demonstrate successful completion of the learning outcome.

1.1 – 1.3: These elements will not be met through this assignment

Elements

The learning outcome is demonstrated when the student can:

- 1.1 *Research wage entitlements for an entry level position*
- 1.2 *Describe basic workplace conditions and employee entitlements*
- 1.3 *Describe the role of workplace agreements*
- 1.4 *Investigate grievance procedures within a workplace setting*
- 1.5 *Describe the role of organisations representing workers in the workplace*

Learning outcome 2

Obtain and communicate information in response to a work related OH&S issue

Description of what the student will be required to do in order to demonstrate successful completion of the learning outcome.

2.1: Students will individually research a series of work related issues including employee rights and responsibilities, raising OH&S issues, personal safety plans, working safely, hazard identification, risk assessment, OH&S in practice and OH&S in the community in order to present them to younger students. The research will be submitted as a part of their work folio.

2.2: Based on the individual research undertaken the students will combine their research to create the final lesson plans for the mini lessons being presented.

2.3: In small groups, students will be presenting lessons to the younger Work Related Skills class.

2.4: Each lesson will be filmed and the supervising and classroom teachers will provide feedback from the lesson. Students will review the footage after each lesson and will undertake an evaluation, which will inform the lesson plan for the next week. Students must submit the original lesson plan, the evaluation of the lesson, the changes that they have made to the lesson plan, justifications of the changes and the final lesson plan. This will be submitted as part of their work folio.

Elements

The learning outcome is demonstrated when the student can:

- 2.1 Research information for a work related issue*
- 2.2 Discuss the findings of the OH&S issue*
- 2.3 Communicate the results of the OH&S finding*
- 2.4 Undertake a review process*

Learning outcome 3

Develop knowledge and understanding of OH&S in a work related context

Description of what the student will be required to do in order to demonstrate successful completion of the learning outcome.

3.1: Students will individually research employee rights and responsibilities in regard to OH&S.

3.2: Students must teach the younger students how to raise OH&S issues in the work place. They will need to research this before hand and then plan a lesson around the subject.

3.3: Students will guide the class that they teach through the process of developing a personal safety plan for their time on work placement, including specifics of their work site, personal protective equipment use, work place supervisors and what to do if there is a problem check list.

3.4: Students will assist their class to complete a risk analysis of their work places. This analysis will be submitted to the class teacher as a part of the students OH&S folio.

Elements

The learning outcome is demonstrated when the student can:

- 3.1 *Research employee rights and responsibilities regarding OH&S*
- 3.2 *Identify correct processes for raising OH&S issues*
- 3.3 *Establish a personal safety plan to ensure safe operating procedures are followed*
- 3.4 *Investigate ways to improve work processes to achieve OH&S principle*

Learning outcome 4

Identify problems or safety hazards that can affect the safety of the work environment

Description of what the student will be required to do in order to demonstrate successful completion of the learning outcome.

4.1: Students will individually research a series of work related issues (including employee rights and responsibilities, raising OH&S issues, personal safety plans, working safely, hazard identification, risk assessment, OH&S in practice and OH&S in the community) in order to present them to the younger students as mini OH&S lessons. The research will be submitted as a part of their work folio.

4.2: Students will be presenting their mini lessons to a Foundation Work Related Skills group from the Mildura Specialist School. Their lessons will be assessed by the class teacher and the supervising teacher. The lessons will be filmed and the video submitted as evidence.

4.3: At the end of the series of mini-lessons students will be assisting the Specialist School class in undertaking their online safe@work OH&S tests, in order to ensure that the class has understood the lessons that they have learned. Students must ensure that all members of their class have passed the two required tests.

4.4: Students will prepare a lesson, which consists of a case study of the impact of not following OH&S procedures. They will use the WorkSafe young workers ads (see [Nail Gun ad](http://www.safe-t1.net.au/it-doesnt-hurt-to-speak-up-nail-gun-ad.html) <<http://www.safe-t1.net.au/it-doesnt-hurt-to-speak-up-nail-gun-ad.html>>, [Kitchen Hand ad](http://www.safe-t1.net.au/it-doesnt-hurt-to-speak-up-kitchen-hand-ad.html) <<http://www.safe-t1.net.au/it-doesnt-hurt-to-speak-up-kitchen-hand-ad.html>>, [Bakery ad](http://www.safe-t1.net.au/it-doesnt-hurt-to-speak-up-bakery-ad.html) <<http://www.safe-t1.net.au/it-doesnt-hurt-to-speak-up-bakery-ad.html>>) and complete a 'what happens next' scenario to analyse the impact of the accidents on the worker, the workers family and the employer.

Elements

The learning outcome is demonstrated when the student can:

- 4.1 *Identify potential problems or safety hazards*
- 4.2 *Communicate OH&S information relevant for hazard identification and risk assessment clearly and precisely*
- 4.3 *Determine possible options to ensure OH&S risks are controlled and procedures are understood and followed*
- 4.4 *Analyse the consequences on self, working environment and community if OH&S procedures are not followed*

Learning outcome 5

Contribute to team objectives to achieve safe work procedures

Description of what the student will be required to do in order to demonstrate successful completion of the learning outcome.

5.1: Students will be required to create a detailed plan of the tasks that they need to undertake. They will assign roles and tasks to all of the members of their group and they will need to establish rules and parameters for good group work. The groups will need

to have a list of group expectations and acceptable behaviours for healthy group interactions.

5.2: Based on the individual research undertake the students will combine their research to create the final lesson plans for the mini lessons being presented to the Special School Work Related Skills class. They will be required to create a task list for each group member outlining the tasks to be undertaken by each student. This will be developed in consultation with the teacher, and will be referred to and assessed in the evaluation process. They will develop a series of formal lesson plans for their lessons and they will be required to undertake an OHS safety audit (risk assessment) for the classroom that they are going to deliver their mini-lesson in.

5.3: Students will work together to plan their mini lessons and will guide the Mildura Specialist School students through the OH&S process, and through the OH&S safe@work tests. Students will need to meet with the specialist school teacher to ensure that they fully understand the group that they will be working with, and they will need to complete an OH&S safety audit (risk assessment) for the classroom and any activities that they are going to undertake.

5.4: Each lesson will be filmed and the supervising and classroom teachers will provide feedback about the lesson. Students will review the footage after each lesson and will undertake an evaluation, which will inform the lesson plan for the next week. Students must submit the original lesson plan, the evaluation of the lesson, the changes that they have made to the lesson plan, justifications of the changes and the final lesson plan. This will be submitted as part of their work folio.

Elements

The learning outcome is demonstrated when the student can:

- 5.1 Identify safe work procedures and tasks required by the team to achieve agreed perspectives*
- 5.2 Negotiate work tasks and roles to ensure safe work procedures within the team*
- 5.3 Work with others to achieve safe work procedures*
- 5.4 Undertake a review process*

Learning outcome 6

Use information and communication technology in relation to a work related activity

Description of what the student will be required to do in order to demonstrate successful completion of the learning outcome.

6.1: Student will be required to complete a series of formal lesson plans for their OH&S lessons. They will need to make sure that they clearly outline the resources that they need and the way in which these resources will be used. They will need to explain how they will be delivering the information to the class.

6.2: Students will individually research a series of work related issues (including employee rights and responsibilities, raising OH&S issues, personal safety plans, working safely, hazard identification, risk assessment, OH&S in practice and OH&S in the community) in order to present them to the students at Mildura Specialist school as mini OH&S lessons. The research will be submitted as a part of their work folio. The students will need to outline how this information is going to be presented in the form of formal lesson plans, these lesson plans must be submitted for approval from the classroom teacher and from the teacher whose class will be having the lesson delivered to them.

6.3: Each lesson will be filmed and the supervising and classroom teachers will provide feedback from the lesson. Students will review the footage after each lesson and will undertake an evaluation, which will inform the lesson plan for the next week. Students must submit the original lesson plan, the evaluation of the lesson, the changes that they have made to the lesson plan, justifications of the changes and the final lesson plan. This will be submitted as part of their work folio.

Elements

The learning outcome is demonstrated when the student can:

- 6.1 *Identify what information and communications technology is required for a given task*
- 6.2 *Use appropriate information and communication technology*
- 6.3 *Review the use of information and communication technology in the activity*

Outline of the activity

The following six steps provide a detailed outline of Let the students teach activity.

Step 1: Research

Students will individually research a series of work related issues including employee rights and responsibilities, raising OHS issues, personal safety plans, working safely, hazard identification, risk assessment, OHS in practice.

The SAFE-T1 website is a good place for students to start their research. Newspapers and film are another good source.

Step 2: Timeline

Students have a period of three or four weeks to develop their lesson plan. They must design a timeline to organize the planning period.

Step 3: Develop a lesson plan

Based on the individual research undertaken the students will combine their research to create the final lesson plans for the mini lessons being presented to a younger VCAL group of students.

Purpose of the lesson

Students will prepare a lesson that shows how to raise OHS issues in the work place.

Content of the lesson

The lesson will consist of a case study of the impact of not following OHS procedures. They will use the WorkSafe young worker ads and complete a 'what happens next' scenario to analyse the impact of the accidents seen on the worker, the workers family and the employer.

Students will guide the class that they teach through the process of developing a personal safety plan for their time on work placement, including specifics of their work site, personal protective equipment use, work place supervisors and what to do if there is a problem check list.

Students will assist their class to complete a risk analysis of their work places. This analysis will be submitted to the class teacher as a part of the students OHS folio.

At the end of the series of mini-lessons students will be assisting the Specialist School class in undertaking their online safe@work OHS tests, in order to ensure that the class has understood the lessons that they have learned. Students must ensure that all members of their class have passed the two required tests.

Lessons must have at least two hands on activities.

Lesson plan

- Students will develop a series of formal lesson plans for their lessons.
- Students will be required to create a detailed plan of the tasks that they need to undertake.
- Students will clearly outline the resources that they need and the way in which these resources will be used.
- Students will explain how they will be delivering the information to the class.
- Each group member will have a task list outlining the tasks to be undertaken by each student in the class being taught. This will be developed in consultation with the teacher, and will be referred to and assessed in the evaluation process.
- Lesson plans will be developed weekly, and be informed from the review and evaluation of the footage from the previous week's lesson.

Group processes

- Groups will assign roles and tasks to all of the members of their group and they will need to establish rules and parameters for good group work.
- Groups will need to have a list of group expectations and acceptable behaviours for healthy group interactions.
- Groups will be required to create a task list for each group member outlining the tasks to be undertaken by each student being taught. This will be developed in consultation with the teacher, and will be referred to and assessed in the evaluation process.

Safety audit

Groups will be required to undertake an OHS safety audit (risk assessment) for the classroom that they are going to work in.

Step 4: Communicate with teachers

Communicate with the classroom teacher and with the supervising teacher in a formal manner by letter or formal email. Students must seek permission to take the lessons and negotiate details with the classroom teacher.

Students will need to meet with the teacher of the class they are to teach to ensure that they fully understand the group that they will be working with.

Step 5: Conduct mini lessons

Conduct the lesson and take footage of the lesson being conducted.

Each lesson will be filmed and the supervising and classroom teachers will provide feedback from the lesson.

Students will review the footage after each lesson and will undertake an evaluation that will inform the lesson plan for the next week.

Students must submit the original lesson plan, the evaluation of the lesson, the changes that they have made to the lesson plan, justifications of the changes and the final lesson plan. This will be submitted as part of their work folio.

Step 6: Review

Each lesson will be filmed and the supervising and classroom teachers will provide feedback from the lesson.

Students will review the footage after each lesson and will undertake an evaluation, which will inform the lesson plan for the next week.

Students must submit the original lesson plan, the evaluation of the lesson, the changes that they have made to the lesson plan, justifications of the changes and the final lesson plan. This will be submitted as part of their work folio.