

<b>Course Title</b>	<b>Social and Community Work</b>	<b>Course Code 6001</b>	
<b>Unit Title</b>	Work in Community services	<b>60152</b>	
<b>Semester Unit</b>	Work in Community Services	<b>60152</b>	1.0
<b>Term 1 Unit</b>	Community Services a	<b>60153</b>	0.5
<b>Term 2 Unit</b>	Work in Community services b	<b>60154</b>	0.5

**GOALS**

**This unit should enable students to:**

- examine sectors and occupations in the community services sector
- interpret and apply legislation and attitudes relevant to work in the community services sector
- plan for and undertake volunteering roles in the community services sector
- communicate appropriately with clients
- examine safe work practices in the community services sector
- identify the needs of clients and collect routine information
- select and provide information to clients about relevant services

**CONTENT SUMMARY**

- sectors and models of work in the community services sector
- policies, procedures, legislation and attitudes relevant to work in the community services sector
- rights and responsibilities of employers and employees
- non-discriminatory approaches to work in community services a
- effective communication with clients and co-workers
- safe work procedures in work in community services a
- identifying and managing potential hazards in the workplace
- information collection and client referrals to services
- organisation structure, lines of communication and authority, and boundaries of work roles that apply to volunteering work
- managing own work roles to minimise stress and fatigue in the workplace

## ASSESSMENT

TASK	DUE DATE	WEIGHTING
Assignment 1	Week 7	25%
Test 1	Week 8	25 %
Assignment 2	Week 16	25 %
Test 2	Week 17	25%

### SPECIFIC ENTRY & EXIT REQUIREMENTS FOR TERM UNITS

It is possible to enter this course at Term 2.

To exit at Term 1 you must complete the unit Community Services Work.

**Entry into this course for Term 2 is by negotiation with the Executive teacher**

### RECOGNITION OF PRIOR LEARNING

If you already have experience, skills or knowledge that is relevant to this vocational course then you are entitled to seek acknowledgment of this through the Recognition of Prior Learning (known as RPL) process. These skills and knowledge may have been gained through formal or informal training or work, community or life experience. If you apply for RPL you will be asked to supply evidence to support your application. Your teacher, or the VET Coordinator, will be able to assist you, if you think that the RPL process may apply to you.

### CREDIT TRANSFER

Credit transfer allows you to count relevant, successfully completed studies, competencies or qualifications towards your current qualification or course. It is based on identified equivalence in content and learning outcomes between the two qualifications. To apply for Credit Transfer you must bring a copy of your formal qualifications or study to your teacher or the VET Coordinator so that they can be recognised.

### OPPORTUNITY TO RESIT

If you are assessed as Not Yet Competent when first assessed, you have the right to request another competency assessment when you feel ready for this, to prove your competency. This is to be done in negotiation with your teacher.

### ATTENDANCE AND PARTICIPATION

Students are expected to submit all assessment items and attend all classes, participate in a positive manner and seek support whenever it is required. Excursions, simulations and presentations by visitors (including lunchtime) may form part of classwork. It is your responsibility to catch up on missed work when absent from class.

Any student whose attendance falls below the 90% of the scheduled classes/contact time and has not provided substantial documentary evidence to cover the absence will be awarded a V grade. This means that 4 unexplained absences in a term or 8 unexplained absences in a semester could mean that a V grade may be awarded. However, the Principal has the right to exercise discretion in special circumstances if satisfactory documentation is supplied.

### LATE SUBMISSION OF WORK

Students are encouraged to submit work on time, as it is a valuable organisational skill. Students are also encouraged to complete work even if it is late, as there are educational benefits in doing so.

Late work will receive a penalty of 5% (of possible marks) per calendar day late, unless an extension is granted by the class teacher prior to the deadline. This means that 5% is taken off the possible marks that could have been achieved eg. If a student achieved a score of 75/100, and the item is

one day late, then five marks (5% of 100) would be taken from 75, which leaves the score as 70/100. 'Per calendar day late' means each day late whether it be a weekend or public holiday. Items due on any date must be submitted to the class teacher, faculty staff room, or front office at the college by 3.30pm on that day. After 3.30pm, the item will attract the late penalty. Submission of work on a weekend or public holiday is not acceptable. If you do not submit your work to your class teacher, make sure that it is signed and dated by either another member of staff in the faculty staffroom, or a member of the front office staff.

Achievement in Accredited Courses is reported to the Board of Senior Secondary Studies and students with a Grade A-E. Late work submitted without approval will have an impact on the grade awarded to a student.

No work will be accepted after marked work has been returned, or accepted after the unit has completed. Computer and/or printer failure will not be accepted as a valid reason for late work. Make sure you backup, keep hard copies and rough notes.

Unless prior approval is granted, any student who fails to submit assessment tasks worth in total 70% or more of the assessment for the unit will be considered to be unassessable and will receive a V grade. The Principal has the right to exercise discretion in the application of the late penalty in special circumstances where satisfactory documentation is supplied.

### **ASSESSMENT CRITERIA FOR ASSESSMENT AND REPORTING OF STUDENT ACHIEVEMENT**

The following assessment criteria are a focus for assessment and reporting in this unit. Criteria are the essential qualities that teachers look for in student work. These criteria must be used by teachers to assess student's performance, however not all of them need to be used on each task. Assessment criteria are to be used holistically on a given task and in determining the unit grade.

Students will be assessed on the degree to which they demonstrate:

#### **Assessment Criteria A/V, M/V**

Students will be assessed on the degree to which they demonstrate:

- Investigation of knowledge
- Understanding and application
- Interpretation and evaluation
- Communication

Teachers will consider, when allocating grades, the degree to which students demonstrate their ability to complete and submit tasks within a specified time frame.

### **UNIT GRADES FOR COURSE**



## **CHEATING AND DISHONEST PRACTICE**

The integrity of the College's assessment system relies upon all involved acting in accordance with the highest standards of honesty and fairness. Any departure from such standards will be viewed very seriously." Accordingly:

- Plagiarism - claiming authorship of someone else's work (intentionally or otherwise) - is a serious misdemeanour, and attracts severe penalties.
- Students are required to acknowledge the source of all material that is incorporated into their own work.
- Students may not submit the same item for assessment in more than one unit, unless specific agreement has been reached with the class teacher.

## **MODERATION**

Throughout the semester, moderation in the form of common marking schemes, cross marking and joint marking occurs across all units in the Moderation Group to ensure comparability of standards. Moderation is a process whereby student's work is compared so that student performance can be graded fairly and consistently. Moderation takes some time, and so students may not receive their work back until ACT wide moderation of grades across all colleges has occurred. Small Group Moderation is carried out in courses with small class sizes.

## **RIGHT TO APPEAL**

You can appeal against your assessment if you feel that the result you obtained is not fair. You should first talk to your class teacher, and if you are not satisfied with the explanation you must discuss the situation with the Executive Teacher of the faculty concerned. If you still do not feel that your result is fair you should talk to the Deputy Principal, Teaching and Learning, for further advice on the 'appeal process'.

**Executive Teacher:**

**Class Teacher: Helen Clarke**

**Date: Friday 8th February 2019**