

WORK READINESS PROGRAM

A JOB WELL DONE

Lesson 1	<p><u>Getting Ready – What to wear and Personal Care (at home)</u></p> <p>What to wear</p> <p>Personal care</p> <p>A Job Well Done - Getting Ready (AUSLAN)- VIDEO LINK</p> <p>https://www.education.vic.gov.au/Documents/school/teachers/teachingresources/careers/work/jobwelldone/getting-ready/Teacher Guide Plans Getting Ready for Work.docx</p>
Lesson 2	<p><u>Getting Ready – What to bring and how to get there (in transit)</u></p> <p>Preparing to visit the workplace</p> <p>Planning how to get there</p>
Lesson 3	<p><u>Getting Ready – Communication in the workplace</u></p> <p>Communicating in the workplace</p>
Lesson 4	<p>Know the rules – OHS signs</p> <p>OHS signs</p> <p>A Job Well Done - Know the rules (AUSLAN)- VIDEO LINK</p> <p>https://www.education.vic.gov.au/Documents/school/teachers/teachingresources/careers/work/jobwelldone/know-rules/Teacher Guide Plans Know the Rules.docx</p>
Lesson 5	<p>Know the rules – Duties of employer & students and emergency procedures</p> <p>Duties of employers and students</p> <p>Emergency procedures</p>

Lesson 6	<p>Know the rules – Manual handling, slips, trips and falls & mechanical safety</p> <p>Manual handling</p> <p>Slips, trips and falls</p> <p>Mechanical equipment safety</p>
Lesson 7	<p>Visiting the workplace</p> <p>https://www.education.vic.gov.au/Documents/school/teachers/teachingresources/careers/work/jobwelldone/visiting-workplace/Visiting%20the%20Workplace%20-%20Your%20responsibilities.docx</p> <p>A Job Well Done - Visiting the Workspace (AUSLAN)-VIDEO LINK</p> <p>https://www.education.vic.gov.au/Documents/school/teachers/teachingresources/careers/work/jobwelldone/visiting-workplace/Teacher Guide plans Visiting the workplace.docx</p>