* STAGE 1 COMMUNITY STUDIES
* CONTRACT OF WORK TEmplate

STUDENT TO COMPLETE

*Students and teachers are advised to refer to the current* Subject Outline *for information on completing this contract of work.*

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Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SACE registration number |

Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Insert 10 or 20 in the last two boxes to indicate a 10-credit or 20-credit enrolment. (Please note that students may undertake more than one Community Studies subject. They prepare a separate contract for each subject. Students will use the same subject code for each Community Studies subject).*

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| **1** | **C** | **O** | **M** |  |  |

Enrolment code

*Insert a tick to indicate the area of study*

|  |  |
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| **AREA OF STUDY**  | **✓** |
| **Arts and the Community** |  |
| **Communication and the Community** |  |
| **Foods and the Community** |  |
| **Health, Recreation, and the Community** |  |
| **Science, Technology and the Community** |  |
| **Work and the Community** |  |

Filling out this contract of work will satisfy one of the requirements of Assessment Type 1. It is an opportunity for you to provide evidence of learning in relation to the first four learning requirements described in the subject outline, and to the following assessment design criteria:

|  |  |
| --- | --- |
| * planning and organisation
* fulfilment of the contract
 | * communication and interaction.
* reflection
 |

You may change this initial contract as part of your ongoing planning. Changes should be noted on the contract as they happen.

DECIDING ON THE COMMUNITY ACTIVITY

Briefly outline the focus and scope of the community activity by:

* providing some background information about yourself and why you have chosen this Area of Study

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* providing details of the community activity you have selected

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* providing clearly defined, challenging, and achievable goals related to this activity.

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PREPARING FOR THE COMMUNITY ACTIVITY

You are required to:

* identify existing personal knowledge and skills including the literacy and numeracy capabilities, that you can build on to complete the community activity successfully
* identify and explore new knowledge and skills including the literacy and numeracy capabilities, to complete the chosen activity
* choose at least one other capability, in addition to the literacy and numeracy capabilities, for focused development to complete the community activity successfully.

*Thinking about your community activity, what specific knowledge and skills, including literacy and numeracy,* ***do you already have*** *that you can build on to complete your community activity successfully?*

Specific knowledge and skills:

Literacy capability / skills:

Numeracy capability/ skills:

*What* ***new*** *knowledge and skills, including literacy and numeracy, will you develop to complete your community activity?*

Specific knowledge and skills:

Literacy capability / skills:

Numeracy capability / skills:

**The seven capabilities are literacy, numeracy, information and communication technology capability, critical and creative thinking, personal and social capability, ethical understanding, and intercultural understanding.**

*Which other capability, in addition to the Literacy and Numeracy capabilities, will be the main focus for development to successfully complete your community activity?*

*How will the development of this focus capability help you in carrying out your community activity?*

*(Optional) Are there any other capabilities that you are considering developing to help you in carrying out your community activity?*

CARRYING OUT THE COMMUNITY ACTIVITY & KEEPING EVIDENCE OF ACTIVITY AND LEARNING

*You are required to:*

* *complete and maintain a record of evidence to document your learning, including evidence of the development of literacy and numeracy and at least one additional capability*
* *compile a Folio which will include evidence of :*
* planning, undertaking, and completing the community activity
* engaging in activities to complete the community activity (e.g. telephoning or emailing, researching from different sources, summarising meetings, and formulating plans) and presenting these in different forms (e.g. digital recording, photographs, transcripts, and other appropriate forms)
* explaining changes or modifications to the contract of work
* inviting and responding to feedback from others, including the community contact(s).
* reflecting on the ongoing development of knowledge, skills, and capabilities.

You will need to keep **evidence** of what you have done throughout the community activity. For possible forms of evidence, refer to the support material ‘A framework for developing a Community Activity and completing a Contract of Work’ on the Community Studies Subject minisite.

*Provide a detailed list of steps (or tasks) that you will go through to complete all aspects of your community activity.*

*Indicate how you will demonstrate action and communication required.*

*Indicate the number of hours for each step. (Note: A 10-credit subject is approximately 60 hours work and a 20-credit subject is approximately 120 hours work.)*

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| **Step** | **Description** | **Action/ Communication** | **Hours** | **Evidence** |
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| 20. |  |  |  |  |
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\*ADD OR DELETE ROWS AS REQUIRED

GETTING FEEDBACK FROM THE COMMUNITY

*You are required to:*

* *seek feedback from teacher(s), peer(s) and community contact(s)*
* *respond to feedback to inform planning and development of community activity and own learning*
* *provide evidence of feedback in any form (e.g. written documentation or electronically recorded).*

*The name of the person giving me feedback is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*I have selected this person because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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Planning for feedback:

*To help with your planning select one or more of the following:*

*The times during my learning/activity when I will interact and ask for feedback are*

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| *while planning* |  | *when starting* |  | *as I go* |  | *at completion* |  |

*The type of feedback I will ask for will be*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *written comment* |  | *notes of a conversation* |  | *a form I develop* |  | *Other (please describe)* |  |

*Ways I will respond to feedback are*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *formal letter* |  | *email* |  | *journal* |  | *Other (please describe)* |  |

REFLECTING ON MY LEARNING

When you have completed the community activity and received feedback, think about what you have learnt and its value to you. Evidence of your learning during this process must be submitted for assessment as a reflection on the value of the community activity to you and to others.

The reflection should be a maximum of 500 words if written, or 3 minutes if oral, visual, or digital.

*The form my reflection will take will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

SIGNING THE CONTRACT

By signing this contract you indicate your intention to complete the work that you have negotiated with your teacher in all sections of the contract.

Student’s signature Date

Teacher’s signature Date