

VET BUSINESS UNIT 1&2 Holiday Homework 2017

In 2017 you will be completing 11 units of VET Business and participate in Work Safety to Self and Others. This is being a compulsory unit. 12 in Total

You must do some form of work (paid or non-paid) during the holiday to satisfy the requirements of VET Business. Work can be in the form of:

- Your usual part time job
- Working with a parent/relative/friend
- Paid/Unpaid baby-sitting/child minding/lawn mowing/car washing, where you are primary carer

Explain the structure of your workplace and the exact job you were doing. List your direct supervisor and their role.

You are to answer the following questions in relation to your work placement and general knowledge of Occupational Health and Safety:

1. In your own words explain what you think Occupational Health and Safety is?
2. Look at your work environment – list 5 things that make it safe for you to work at your workplace.
3. Ask your supervisor about any changes they have had to make to make their workplace safe/better. Write your answer in detail.
4. Have there been any accidents at your workplace? Explain and write how they are/were dealt with.
5. Look around your workplace and take photos of signs that make your workplace safe. Include these photos in your final presentation which needs to be sent to me.
6. What union (if any) does your industry belong to. You may have to ask your supervisor. Explain your union – you may have to do research.
7. Does your work placement do an induction program for staff before starting work. Write up the aim of the program and the content in your own words.
8. Is there a dress code at your place of work. Explain
9. Did you do any customer service related activities. Explain
10. Did you receive any feedback about your work?
11. List the business equipment at your workplace and explain
12. Did you have any complaints about your work? Explain

Remember whatever you do is going to be vital practical experience which you will be able to draw on in theory and in the 2017 Vet Business Exam.

BE SAFE AND ASK IF UNSURE. Thank you and have fun

Please email your answers to talbot.lee-anne.m@edumail.vic.gov.au before we come back to school.