2021 Subject & Assessment Guide

Professional Studies 1

ICT50120 Diploma of Information Technology

CUA51015 Diploma of Screen and Media

Table of Contents

Professional Studies 1

Units of Competency

CUAIND502 - Maintain and apply creative arts industry knowledge

CUAPPR505 - Establish and maintain safe creative practice

Assessment processes and competency evidence requirements are described in the *Assessment Criteria* section below. If you have prior or other evidence against competency you should discuss this with your teacher.

Subject Overview

Overall Learning Outcomes

- Apply an understanding of workplace health and safety terms and concepts.
- Understand duties and responsibilities
- Identify hazards, assess risks and find solutions to minimise risk in the workplace
- Write a workplace health and safety plan
- Prepare a professional development plan
- Research employment opportunities and trends in the creative arts industry
- Identify online opportunities and resources, as they relate to your professional development
- Evaluate your current skills and knowledge and identify your professional development needs
- Research networking activities that will benefit your progression as a creative professional

Subject Description

The *Professional Studies 1* subject consists of two major topics that will underly your training in your chosen field: workplace health and safety, and professional development.

Throughout your career, you will be almost exclusively be sitting at a computer workstation. Could this be hazardous to your health? What are the risks? What is the likelihood that you may be injured in some way and how might that affect your career? Through this subject you will gain an understanding of how to use workplace health and safety concepts, terms and work flows to assess workplace hazards that affect game developers and VFX artists, and develop a plan to minimise and control those risks.

This second major focus of this subject is on aiding you in researching and identifying your career goals, and delivering the foundational skills required for you to prepare the targeted strategies to achieve them. You will research your chosen industry, identifying current trends, the structure and operation of the industry, along with opportunities for employment. By capitalising on networking opportunities, you will look at ways of communicating with relevant contacts to enhance your professional practice.

You will also explore emerging employment markets and both traditional and non-traditional employment opportunities.

Industry Relevance

Working in any industry will have some level of risk. The game development and VFX industries come with their own type and level of risk. Knowing and understanding how to evaluate risks and ensure a safer workplace is relevant to the wellbeing of employees, employers, studios and ultimately the industry as a whole.

Professional practice development will be one of the most important things you do in this course of study and something you will continue to improve and update throughout your career. Consistently monitoring and updating your professional development plan and industry networks are some of the most effective ways possible to gain and sustain employment through interaction with the professional community.

Taken together, workplace health and safety and professional development are two of the core areas underpinning your growth in your chosen career path.

Assumed Knowledge

- Basic word processing skills
- Skills at utilising the Internet for research
- Organizational, research and analytical skills

Assessment Criteria

Assessment Description

Assessment Milestones

Please refer to your Class Schedule for actual dates on your campus

Workplace Health and Safety Tasks

Is working at a computer workstation for years developing games or VFX unhealthy? Is it actually dangerous?

Workplace health and safety (previously known as Occupational Health and Safety) is about ensuring that possible harm, danger, or unhealthy practices are identified understood and addressed.

Workplace health and safety should not be seen as a burden. It is a preventative measure to ensure problems don't escalate.

How would you know if a work practice was unhealthy or dangerous?

Methods have been developed to help us assess a work environment and find out what action we might have to take. In this subject we will learn these methods.

For your assessment you'll need to review a workplace and write a WHS management plan. You will need to understand and use the WHS methods and terminology to write your plan.

You will take the role of an employer at an imaginary home or office studio then develop a WHS plan for a Game Developer or other digital industries worker. The workplace may either be a studio (office) environment or a home studio environment (in the case of a freelance contractor).

The aim of the plan is to advise a new worker how to conduct themselves in a safe manner whilst at the chosen work environment including:

1. Identify goals of the plan and WHS duties of the employer and employee
2. Identify and list 3 potential hazards (hazard identification)
3. Assess risk of each hazard (risk assessment)
4. Write a plan to address the hazards that require action using a hierarchy of control (risk control) include an incident of the hazard occurring
5. Identify a link to an expert who could assist with WHS matters and the specific hazard in question.
6. Create a process to review the plan

Professional Practice Development Tasks

This subject will begin with guided research to assist you in seeking answers to questions relevant to your professional development. The aim of this research is to identify your goals and then prepare a targeted strategy to achieve them.

Secondly, you will research your chosen industry and identify current trends, the structure and operation of the industry along with opportunities. You will begin to develop networking opportunities and look at ways of communicating with relevant contacts to enhance your professional practice.

You will then conduct some research into possible emerging employment markets. These may include "non-traditional" markets where employment opportunities may be explored. You need to cite your sources for this research.

The final list of deliverables is detailed in the rubric table below.

Evidence Specifications

This is the specific evidence you must prepare for and present by your assessment milestone to demonstrate you have competency in the above knowledge and skills. The evidence must conform to all the specific requirements listed in the table below. You may present additional, or other evidence of competency, but this should be as a result of individual negotiation with your teacher.

Your Roles and Responsibilities as a Candidate

- Understand and feel comfortable with the assessment process.
- Know what evidence you must provide to demonstrate competency.
- Take an active part in the assessment process.
- Collect all competency evidence for presentation when required.

This table defines what you need to produce as evidence of competency.

Assessment Tasks & Evidence Descriptions

1. Develop workplace health and safety plan
Evidence that includes:
• A written report, blog and/or other presentation showing evidence which includes:
    o The goals of the plan
    o Identification of who holds the duty of care
    o A list of hazards and assessment of the risks of those hazards
    o Proposal of risk control measures to address those risks
    o Identification of a WHS expert who could assist if required
    o Write WHS plan for workers

2. Discussion, Feedback and Consultation for WHS plan Evidence that includes: • Demonstrated response to feedback and peer review through discussions, design notes, and/or other means
3. Industry Research Evidence that includes: • Research into, and demonstrated understanding of, current employment and industry enterprise agreements. • Examples of relevant reference job advertisements. • A description of at least one emerging or "non-traditional" market that presents opportunities for employment • Analysis and identification of credible information sources in your industry area
4. Professional Development Networks Evidence that includes: • Document at least two different professional portfolios that are relevant to your goals and explain why you find them inspirational • Identify industry networks and bodies relevant to your professional development • Examples of professional relationships developed through your networks which you could access to enhance your professional practice.
5. Professional Development Plan Evidence which includes: • A self-evaluation which identifies own soft skills and technical knowledge • Career milestones projections and explanations including junior roles to senior roles. • Research other industry opportunities where your skills may apply • A conclusion was forms including next steps for development

Assessment Instructions for Candidate

METHOD OF ASSESSMENT

Assessment is a cumulative process which takes place throughout a subject. A 'competent' or 'not yet competent' decision is generally made at the end of a subject. Your assessment will be conducted by an official AIE qualified assessor. This may be someone other than your teacher. The evidence you must prepare and present is described

above in this assessment criteria document. This evidence has been mapped to the units of competency listed at the beginning of this document. Assessments will be conducted on a specific milestone recorded above in this assessment guide document.

ASSESSMENT CONDITIONS

Formative assessment takes place as your teacher observes the development of your work throughout the subject and, although the assessor is likely to be aware of the evidence you are submitting, it is your responsibility to be prepared for the interview where a competency judgement is made (summative assessment). Forgetting something, or making a small mistake at the time of the milestone assessment, can be corrected. However, the assessor may choose to assess other candidates who are better prepared and return to you if time permits.

Upon completion of the assessment you will be issued with feedback and a record of the summative assessment and acknowledge that you have received the result. If you are absent for the nominated assessment milestone (without prior agreement or a sufficiently documented reason) you will be assessed as not yet competent.

GRADING

The assessment you are undertaking will be graded as either *competent* or *not yet competent*.

REASSESSMENT PROCESS
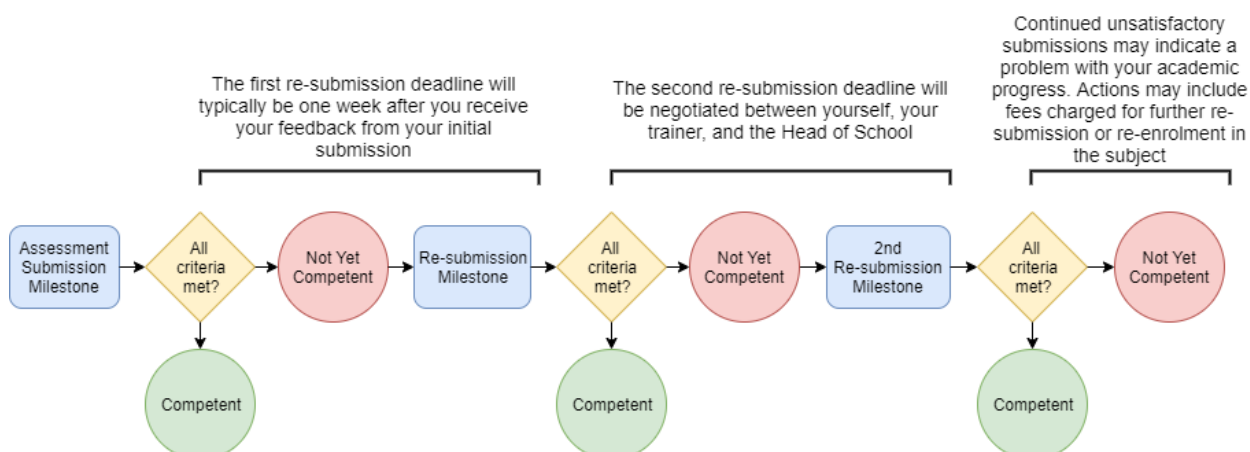
If you are assessed as being not yet competent you will receive clear, written and oral feedback on what you will need to do to achieve competence. Failing to submit an assessment will result in you being assessed as not yet competent. You will be given a reassessment milestone no more than one (1) week later to prepare your evidence. If you are unsuccessful after your reassessment, you may be asked to

attend a meeting with your Head of School to discuss your progress or any support you may need and further opportunities to gain competency.

REASONABLE ADJUSTMENTS

We recognise the need to make reasonable adjustments within our assessment and learning environments to meet your individual needs. If you need to speak confidentially to someone about your individual needs, please contact your teacher.

FURTHER INFORMATION

For further information about assessment and support at AIE, please refer to the assessment and course progress sections of your student handbook.

Software

Various production and management software as required by each project and negotiated with your teacher and team.

Microsoft Word

Microsoft Word is industry standard word processing software, development by Microsoft and used throughout the course for creating documents and reports. Microsoft Word allows documents to be saved in *word* format, as well as several other standard document formats including *pdf*.

Learners will have access to Microsoft Word on campus but may also use alternate word processing software capable of loading and saving documents in *word* or *pdf* format.

- https://www.microsoft.com/en-us/education/products/office/default.aspx
- https://www.openoffice.org/
- https://www.google.com.au/docs/about/

Internet Browsers

Use of the internet for research