



























Certificate 1 in Work Education (Partial – Teamwork/ Basic Communication/ Numeracy)

Werribee Community Centre

	Café Chatterbox Online Review Questionnaire Milestone 1 31/7/07	Book Coffee Making Course Milestone 2 8/8/07	Rock You Photo Slideshow of Coffee Making Course Milestone 3 15/8/07	Produce Café Flyer Milestone 4 22/8/07	Evaluation of First Café Event Milestone 5 29/8/07	Shopping List Costing for Second Café Event Milestone 6 10/10/07	Evaluation of Second Café Event Milestone 7 30/10/07
On-site/ On-Line Communication Tools Use of Wki's, Blogs, Web Tools, Email, etc.	Content & Activities   Work Education Wiki – Online Review Instructions Activity  Online Survey Tool	Content & Activities   Wiki – Notes - instructions to book course & Handling Money activities - Downloaded	Content  Wiki – Instructions for getting to Rock You Activity  Upload photographs to Rock You Activity  Create Rock You Slideshow online Activity  Upload Slideshow to Wiki	Content & Activities   Wiki – Link to on-line tool – My Brochure maker Produce Flyer/ Menu for to advertise Café Chatterbox event	Content & Activities   Wiki – First event evaluation discussion points - downloaded Activity  Evaluation of first event – Free online survey web tool	Content  Discussion of menu options & discussion questions - downloaded Activity  Use Safeway Web-site to research cost of menu items	Content  Discussion of blogs & SWOT of the second café event Activities  Log on to Wiki then the Blog Activities  Post personal evaluation on the Blog after class discussion
Evidence	Assessment  Completion of survey (Online survey results record) and record of class discussion	Assessment  Completed To Do List & Plan for Course and completed numeracy activities	Assessment  Uploaded slideshow on the wiki – Teacher Observation checklist completed	Assessment  Completed Café Chatterbox Flyer Communication & Teamwork Checklist completed	Assessment  Completed discussion points – Observation & Completed Evaluation	Assessment  Completed costing of shopping items & New menu placed on Wiki	Assessment  Blog postings of evaluations of the café event