Talking Democracy
A civic education kit about elections in Victoria
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You have 90 minutes to complete the whole assessment. You can use a dictionary or ask the teacher questions at any time. The teacher will read the text at the beginning of the assessment. The teacher will read the text again during the assessment.
Activity 1  Three levels of government in Australia

Complete the sentences below using these words:

<table>
<thead>
<tr>
<th>Parks and libraries</th>
<th>Prime Minister</th>
<th>Lower and Upper</th>
<th>Government and elections</th>
</tr>
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<tbody>
<tr>
<td>Eighteen</td>
<td>Enrol</td>
<td>Vote</td>
<td>Three</td>
</tr>
<tr>
<td>Post office</td>
<td>Victorian Electoral Commission</td>
<td>Premier</td>
<td>Enrolling</td>
</tr>
<tr>
<td>Schools and hospitals</td>
<td>Centrelink and immigration</td>
<td>Mayor</td>
<td>Voting</td>
</tr>
</tbody>
</table>

• This information is about ____________ and ____________ in Australia.

• In Australia, there are ________ levels of government.

• The Federal Government makes decisions about ____________ ________ ____________.

• The leader of the Federal Government is the ____________ ____________.

• The State Government makes decisions about ____________ ________ ____________.

• The leader of the State Government is the ____________.

• The Federal and State Governments have two houses: ____________ ________ ____________.

• Local councils look after ____________ ________ ____________.
• The leader of local council is the ____________.

• The ____________ _______________ ____________ runs State and local council elections.

• All Australian citizens aged ___________ and over must __________ and must _________.

• You can get an enrolment form from a ________  ________ or ring the VEC on 131 832 or on an interpreter line on 9209 0112 to help you fill out an enrolment form.

**Answer the following questions:**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many levels of government are there in Australia?</td>
<td></td>
</tr>
<tr>
<td>Who is the leader of the local council?</td>
<td></td>
</tr>
<tr>
<td>Where can you get more information about elections?</td>
<td></td>
</tr>
<tr>
<td>Where is the State Parliament of Victoria?</td>
<td></td>
</tr>
<tr>
<td>Does the Mayor make decisions about Centrelink?</td>
<td></td>
</tr>
<tr>
<td>Who is the leader of the State Government?</td>
<td></td>
</tr>
</tbody>
</table>
Activity 2  How do I enrol to vote?

One of your friends sent you this message:

Hi, how are you?
Could you please tell me how can I enrol to vote in Victoria?
Thanks.

Send your friend a short message telling them how to enrol and where to get an enrolment form.

Also tell your friend where they can go or call for help to enrol.

Hi

You must be an __________ citizen aged ___ or over to enrol to vote in Victorian elections. You can get an enrolment form from a __________ __________.

You can ring the VEC on __________ or on an interpreter line on ____________ to help you fill out an enrolment form.

See you, bye.

Check list

☐ Did you check the spelling?
☐ Did you use capital letters at the beginning of the names?
☐ Did you give your friend the VEC’s telephone numbers?
☐ Did you tell your friend to get an enrolment form from a post office?
☐ Did you tell your friend that the VEC can help to fill out an enrolment form?
Activity 3: Who can help me vote at a voting centre?

Read the following information and answer the questions below:

**Voting centre**

“This voting centre will open on 26 November 2022 from 8.00 am to 6.00 pm. You can bring a friend or family member to help you vote. If you need help with English, you can ask election staff at the voting centre to help you”.

<table>
<thead>
<tr>
<th>Questions</th>
<th>Circle the right answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this information for people who want to have a cheap cup of coffee?</td>
<td>Yes No</td>
</tr>
<tr>
<td>Is this information for people who want to vote?</td>
<td>Yes No</td>
</tr>
<tr>
<td>Will the voting centre open before 8.00 am?</td>
<td>Yes No</td>
</tr>
<tr>
<td>Can you bring a friend or family member to help you vote?</td>
<td>Yes No</td>
</tr>
<tr>
<td>Can you ask for election staff to help you?</td>
<td>Yes No</td>
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</table>
Activity 4  Who can teach me how to vote in Victorian elections?

Invite a community educator from the VEC to come and teach your class next month about elections and how to vote.

Plan writing: Write the information you need.

- Name of the receiver: __________________________________________
- Greetings: Dear, Hi, Hello? ______________________________________
- What do you want to do? __________________________________________
- When do you want a community educator to come?
  Day, date, time _________________________________________________
- Where do you want a community educator to come:
  Place, building _____________ Room _________________
- Farewell: Bye, Cheers, Ciao or Sincerely? ____________________________
- Name and telephone number of the sender:
  ________________________________________________________________
Check the information with a classmate and write the final draft of the email.

Dear ___________________________ ,

I ________________________________________________

______________________________________________

______________________________________________

______________________________________________

______________________________________________

______________________________________________

Sincerely,

Name of the student _______________________

Mobile phone number _______________________
Check your work

Before handing in your assignment, please answer the questions below.

<table>
<thead>
<tr>
<th>Questions</th>
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<tr>
<td>Have you completed every activity?</td>
<td>Yes</td>
</tr>
<tr>
<td>Did you write your name, date and class in the assessment form?</td>
<td>Yes</td>
</tr>
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**Teacher**

- Make sure the students have completed every activity.
- Make sure students put their name, date and class in the assessment form.
Instructions for teachers

Information for the assessor

- Time for the assessment: 90 minutes.
- Introduce this assessment event by reading the activity text provided and make sure that students have a good understanding of key words.
- Ask questions about the content of the text.
- Tell students about the Victorian Electoral Commission, write its website address, email and telephone number on the whiteboard and leave them there.
- Tell students about the structure of the text and expected time of completion. Feel free to provide students with more time if needed.
- Students are allowed to use a dictionary and/or ask the teacher questions at any time.
- Before you pick up the assessment sheets, read the text for the last time and give students five minutes to double check their answers.
- Ask students to sign and date their assessment task.

Prepare assessment tools

- Keep a hard copy of the instructions for students and instructions for the assessor handy at all times.
- Print one copy of the assessment for each student.
- Make sure that each student has a copy of the text with them.
- Ensure you have a whiteboard marker.

Conducting the assessment

- Give a clear and simple explanation about the structure of the assessment.
- Stay in the room at all times and provide support as required.
- Maintain a positive learning and teaching environment at all times.

Employability skills are embedded in these tasks.
Activity 1  Three levels of government in Australia

Complete the sentences below using these words:

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- This information is about **enrolling** and **voting** in Australia.

- In Australia, there are **three** levels of government.

- The Federal Government makes decisions about **Centrelink and immigration**.

- The leader of the Federal Government is the **Prime Minister**.

- The State Government makes decisions about **schools and hospitals**.

- The leader of the State Government is the **Premier**.

- The Federal and State Governments have two houses: **Lower and Upper**.

- Local councils look after **parks and libraries**.

- The leader of local council is the **Mayor**.

- The **Victorian Electoral Commission** runs State and local council elections.

- All Australian citizens aged **eighteen** and over must **enrol** and must **vote**.

- You can get an enrolment form from a **post office** or ring the VEC on 131 832 or on an interpreter line on 9209 0112 to help you fill out an enrolment form.
## Answer the following questions:

<table>
<thead>
<tr>
<th>Question</th>
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<td>How many levels of government are there in Australia?</td>
<td>Three</td>
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<tr>
<td>Who is the leader of the local council?</td>
<td>The Mayor</td>
</tr>
<tr>
<td>Where can you get more information about elections?</td>
<td>The Victorian Electoral Commission (or VEC)</td>
</tr>
<tr>
<td>Where is the State Parliament of Victoria?</td>
<td>Melbourne</td>
</tr>
<tr>
<td>Does the Mayor make decisions about Centrelink?</td>
<td>No</td>
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Activity 2 How do I enrol to vote?

One of your friends sent you this message:

Hi, how are you?
Could you please tell me how can I enrol to vote in Victoria?
Thanks.

Send your friend a short message telling them how to enrol and where to get an enrolment form.

Also tell your friend where they can go or call for help to enrol.

Hi
You must be an Australian citizen aged 18 or over to enrol to vote in Victorian elections. You can get an enrolment form from a post office.

You can ring the VEC on 131 832 or on an interpreter line on 9209 0112 to help you fill out an enrolment form.

See you, bye.

Check list

Please go through the check list with your students.

• Did they check the spelling? Yes
• Did they use capital letters at the beginning of the names? Yes
• Did they give their friend the VEC’s telephone numbers? Yes
• Did they tell their friend to get an enrolment form from a post office? Yes
• Did they tell their friend that the VEC can help to fill out an enrolment form? Yes
**Activity 3**  
Who can help me vote at a voting centre?

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**Read the following information and answer the questions below:**

**Voting centre**

“This voting centre will open on 26 November 2022 from 8.00 am to 6.00 pm. You can bring a friend or family member to help you vote. If you need help with English, you can ask election staff at the voting centre to help you”.

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Activity 4 Who can teach me how to vote in Victorian elections?

Invite a community educator from the VEC to come and teach your class next month about elections and how to vote.

Plan writing: Write the information you need.

- Name of the receiver: **Victorian Electoral Commission**
- Greetings: Dear, Hi, Hello? **Dear**
- What do you want to do? **Invite a community educator to come**
- When do you want a community educator to come? Day, date, time **(any time they have classes is ok)**.
- Where do you want a community educator to come: Place, building ________________ Room ________________
- Farewell: Bye, Cheers, Ciao or Sincerely? **Sincerely**
- Name and telephone number of the sender: **(a student’s name and telephone number)**.
Check the information with a classmate and write the final draft of the email

An invitation similar to this example would be ok:

Dear Victorian Electoral Commission,

I would like to invite a community educator to come to our class to teach us about elections and how to vote.

I would like the community educator to come on _____________ (day/date/time).

Our address is ___________________________.

My class is ____________.

Sincerely,

Name of the student __________________

Mobile phone number _________________
Check your work

Before accepting the students’ assignments, please ensure students answer the questions below.

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<tr>
<th>Have students completed every activity?</th>
<th>□ Yes □ No</th>
</tr>
</thead>
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<td>□ Yes □ No</td>
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