

Talking Democracy

A civic education kit about
elections in Victoria



Activity book

Published by:

Education and Inclusion Team
Victorian Electoral Commission
Level 11, 530 Collins St
Melbourne 3000

Phone: 131 832

Web: vec.vic.gov.au

Email: info@vec.vic.gov.au



State of Victoria (Victorian Electoral Commission) 2018.

This work, *Talking Democracy: a civic education kit about elections in Victoria*, is licensed under a Creative Commons Attribution Non-Derivatives 4.0 licence (<http://creativecommons.org/licenses/by-nd/4.0/>) You are free to share this work under that licence, on the condition that you do not change any content and you credit the State of Victoria (Victorian Electoral Commission) as author and comply with the other licence terms. The licence does not apply to any branding, including government logos.

Student's name	<input type="text"/>	Class	<input type="text"/>
Teacher's name	<input type="text"/>	Date	<input type="text"/>

All activities completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Teacher's feedback			
<hr/>			
<hr/>			
<hr/>			
<hr/>			
<hr/>			
<hr/>			
<hr/>			
<hr/>			
<hr/>			
<hr/>			
<hr/>			
Student's signature	<input type="text"/>	Date	<input type="text"/>
Teacher's signature	<input type="text"/>	Date	<input type="text"/>

Instructions for students

Activity 1	Three levels of government in Australia
Activity 2	How do I enrol to vote?
Activity 3	Who can help me vote at a voting centre?
Activity 4	Who can teach me how to vote in Victorian elections?

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:

Parks and libraries	Prime Minister	Lower and Upper	Government and elections
Eighteen	Enrol	Vote	Three
Post office	Victorian Electoral Commission	Premier	Enrolling
Schools and hospitals	Centrelink and immigration	Mayor	Voting

- 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:

Question	Answer
How many levels of government are there in Australia?	
Who is the leader of the local council?	
Where can you get more information about elections?	
Where is the State Parliament of Victoria?	
Does the Mayor make decisions about Centrelink?	
Who is the leader of the State Government?	

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”.

Questions	Circle the right answer	
Is this information for people who want to have a cheap cup of coffee?	Yes	No
Is this information for people who want to vote?	Yes	No
Will the voting centre open before 8.00 am?	Yes	No
Can you bring a friend or family member to help you vote?	Yes	No
Can you ask for election staff to help you?	Yes	No

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.

Questions	Circle your answer	
Have you completed every activity?	Yes	No
Did you write your name, date and class in the assessment form?	Yes	No

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:

Parks and libraries	Prime Minister	Lower and Upper	Government and elections
Eighteen	Enrol	Vote	Three
Post office	Victorian Electoral Commission	Premier	Enrolling
Schools and hospitals	Centrelink and immigration	Mayor	Voting

- 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:

How many levels of government are there in Australia?	Three
Who is the leader of the local council?	The Mayor
Where can you get more information about elections?	The Victorian Electoral Commission (or VEC)
Where is the State Parliament of Victoria?	Melbourne
Does the Mayor make decisions about Centrelink?	No
Who is the leader of the State Government?	The Premier

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?

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”.

Questions	Circle the right answer	
Is this information for people who want to have a cheap cup of coffee?		No
Is this information for people who want to vote?	Yes	
Will the voting centre open before 8.00 am?		No
Can you bring a friend or family member to help you vote?	Yes	
Can you ask for election staff to help you?	Yes	

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.

Have students completed every activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did students write their name, date and class in the assessment form?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Product code EDU-TD-AB-F18

Printed March 2018

Victorian Electoral Commission 