**Sample Assessment Tasks**

Career and Enterprise

General Year 11

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# Sample assessment task

# Career and Enterprise – General Year 11

## Task 1 – Unit 1

**Assessment type:** Response

**Conditions:**

Time for the task: 45 minutes

Other conditions: in class – extended answer, under test conditions

**Task weighting**

10% of the school mark for this pair of units

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1. Identify and explain a problem from a workplace with which you are familiar.

(3 marks)

1. Describe **two (2)** different solutions to the problem you have identified.

(6 marks)

1. Use a SWOT (strengths, weaknesses, opportunities, threats) analysis of both possible solutions to assist you in making a decision on which solution you would choose to solve this problem.

(10 marks)

**Total = 19 marks**

# Marking key for sample assessment task 1 – Unit 1

1. Identify and explain a problem from a workplace with which you are familiar.

|  |  |
| --- | --- |
| **Description** | **Marks** |
| Provides a targeted explanation of a problem from a familiar workplace | 3 |
| Provides a brief explanation of a problem from a familiar workplace | 2 |
| Identifies a problem from a familiar workplace | 1 |
| **Total** | **3** |

1. Describe **two (2)** different solutions to the problem you have identified.

|  |  |
| --- | --- |
| **Description** | **Marks** |
| **Solution 1** | |
| Provides a detailed explanation of a solution to a problem from a familiar workplace | 3 |
| Provides a brief explanation of a solution to a problem from a familiar workplace | 2 |
| Identifies a solution to a problem from a familiar workplace | 1 |
| **Subtotal** | **3** |
| **Solution 2** | |
| Provides a detailed explanation of a solution to a problem from a familiar workplace | 3 |
| Provides a brief explanation of a solution to a problem from a familiar workplace | 2 |
| Identifies a solution to a problem from a familiar workplace | 1 |
| **Subtotal** | **3** |
| **Total** | **6** |

1. Use a SWOT (strengths, weaknesses, opportunities, threats) analysis of both possible solutions to assist you in making a decision on which solution you would choose to solve this problem.

|  |  |
| --- | --- |
| **Description** | **Marks** |
| **Solution 1** | |
| Uses all aspects of a SWOT to evaluate clearly and in detail the possible solution | 4 |
| Uses most aspects of a SWOT to appropriately evaluate the possible solution | 3 |
| Uses most aspects of a SWOT to briefly evaluate the possible solution | 2 |
| Uses some aspects of a SWOT to briefly explain the possible solution | 1 |
| **Subtotal** | **4** |
| **Solution 2** | |
| Uses all aspects of a SWOT to evaluate clearly and in detail the possible solution | 4 |
| Uses most aspects of a SWOT to appropriately evaluate the possible solution | 3 |
| Uses most aspects of a SWOT to briefly evaluate the possible solution | 2 |
| Uses some aspects of a SWOT to briefly explain the possible solution | 1 |
| **Subtotal** | **4** |
| **Choice of solution made** |  |
| Identifies which solution would be chosen | **2** |
| **Total** | **10** |

# Sample assessment task

# Career and Enterprise – General Year 11

## Task 6 – Unit 2

**Assessment type:** Investigation

**Conditions:**

Period allowed for completion of the task: Two weeks with some time provided in class.

**Task weighting**

10% of the school mark for this pair of units

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Investigate **four (4)** different learning styles.

Present your findings as a 5–10 minute oral presentation which:

* describes the concept of learning styles (2 marks)
* explains the features of each of the four learning styles (12 marks)
* identifies your own learning style, using examples to support your decision. (3 marks)

Ensure that your presentation is clear, organised and uses appropriate terminology.

(3 marks)

**Total = 20 marks**

# Marking key for sample assessment task 6 – Unit 2

* describes the concept of learning styles

|  |  |
| --- | --- |
| **Description** | **Marks** |
| Describes with detail the concept of learning styles | 2 |
| Briefly defines learning styles | 1 |
| **Subotal** | **2** |

* explains the features of each of the four learning styles

|  |  |
| --- | --- |
| **Description** | **Marks** |
| **Learning style one** | |
| Comprehensively describes the learning style and explains the features of that style | 3 |
| Briefly describes the learning style and identifies the features of that style | 2 |
| Provides a limited description of learning style | 1 |
| **Subtotal** | **3** |
| **Learning style two** | |
| Comprehensively describes the learning style and explains the features of that style | 3 |
| Briefly describes the learning style and identifies the features of that style | 2 |
| Provides a limited description of learning style | 1 |
| **Subtotal** | **3** |
| **Learning style three** | |
| Comprehensively describes the learning style and explains the features of that style | 3 |
| Briefly describes the learning style and identifies the features of that style | 2 |
| Provides a limited description of learning style | 1 |
| **Subtotal** | **3** |
| **Learning style four** | |
| Comprehensively describes the learning style and explains the features of that style | 3 |
| Briefly describes the learning style and identifies the features of that style | 2 |
| Provides a limited description of learning style | 1 |
| **Subtotal** | **3** |
| **Total** | **12** |
| **Answer could include, but is not limited to:** | |
| * Learning styles investigated could include: visual, spatial, kinaesthetic or aural.   **Example: Kinaesthetic learning style**  The kinaesthetic learning style is based on the premise that learning occurs through the process of doing. [1]  People who have this learning style need to feel or experience the learning in order for it to be most effective. [1]  The senses need to be stimulated in the learning process in order for it to be engaging and meaningful. [1] | |

* identifies your own learning style, using examples to support your decision.

|  |  |
| --- | --- |
| **Description** | **Marks** |
| Comprehensively describes personal learning style and explains using clear examples to support their decision | 3 |
| Briefly describes personal learning style and identifies examples to support their decision | 2 |
| Provides a limited description of personal learning style | 1 |
| **Total** | **3** |
| **Answer could include, but is not limited to:** | |
| **Example: Kinaesthetic learning style**  I am a kinaesthetic learner as I learn much better by doing the things that are being taught. [1]  For example, if I am learning a maths concept, I need to see the unpacking of a practical example. [1]  It is better if I can physically do a few practice examples, rather than just see them being done. [1] | |

Ensure that your presentation is clear, organised and uses appropriate terminology.

|  |  |
| --- | --- |
| **Description** | **Marks** |
| Clearly expresses information in an organised way, using career-related terminology appropriate for the context | 3 |
| Expresses information briefly in an organised way, using career-related terminology in the correct context | 2 |
| Information shows little organisation and limited use of career-related terminology | 1 |
| **Total** | **3** |

# Sample assessment task

# Career and Enterprise – General Year 11

## Task 8 – Unit 2

**Assessment type:** Production/performance

**Conditions:**

Period allowed for completion of the task: one week in class

**Task weighting**

15% of the school mark for this pair of units

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Identify a job that is of interest to you and matches your skills, values, interests and personality traits.

* Describe the job and identify the business/organisation where the job is located. (4 marks)
* Prepare written answers to the following interview questions: (18 marks)
* Why did you choose to apply for this position?
* Tell me what you know about this business/organisation?
* What employability skills have you developed that would support you in this position?
* What personal qualities do you possess that would make you successful in the job over other applicants?
* What qualifications do you have that would be relevant for this position?
* Do you have any questions you would like to ask about the position or the business/organisation?
* Participate in a job interview. You will be assessed on the following aspects:
* personal presentation
* punctuality
* use of appropriate language (including body language)
* the quality and depth of your responses
* interview technique
* level of preparation
* appropriate greeting.

(33 marks)

**Total = 55 marks**

# Marking key for sample assessment task 8 – Unit 2

|  |  |
| --- | --- |
| **Description** | **Marks** |
| **Preparation** | |
| Provides a detailed description of a selected job and the location | 3–4 |
| Provides the name and location of the job | 1–2 |
| **Subtotal** | **4** |
| **Written responses to interview question** | |
| **Question one** | |
| Provides detailed appropriate answers for the job being applied for | 3 |
| Provides a detailed answer for the job being applied for | 2 |
| Provides a limited answer for the job being applied for | 1 |
| **Subtotal** | **3** |
| **Question two** | |
| Provides detailed appropriate answers for the job being applied for | 3 |
| Provides a detailed answer for the job being applied for | 2 |
| Provides a limited answer for the job being applied for | 1 |
| **Subtotal** | **3** |
| **Question three** | |
| Provides detailed appropriate answers for the job being applied for | 3 |
| Provides a detailed answer for the job being applied for | 2 |
| Provides a limited answer for the job being applied for | 1 |
| **Subtotal** | **3** |
| **Question four** | |
| Provides detailed appropriate answers for the job being applied for | 3 |
| Provides a detailed answer for the job being applied for | 2 |
| Provides a limited answer for the job being applied for | 1 |
| **Subtotal** | **3** |
| **Question five** | |
| Provides detailed appropriate answers for the job being applied for | 3 |
| Provides a detailed answer for the job being applied for | 2 |
| Provides a limited answer for the job being applied for | 1 |
| **Subtotal** | **3** |
| **Interview question six** | |
| Provides detailed appropriate answers for the job being applied for | 3 |
| Provides a detailed answer for the job being applied for | 2 |
| Provides a limited answer for the job being applied for | 1 |
| **Subtotal** | **3** |
| **Interview** | |
| Neat and appropriate personal presentation (dress, cleanliness and appearance) | 1–4 |
| Punctual and greeted interviewer appropriately | 1–3 |
| Uses appropriate language (avoids slang or excessively casual speech) including body language (appears interested, makes eye contact, adopts appropriate posture) | 1–6 |
| Demonstrates appropriate level of preparation | 1–2 |
| **Subtotal** | **15** |
| **Question one** | |
| Provides detailed appropriate answers for the job being applied for | 3 |
| Provides a detailed answer for the job being applied for | 2 |
| Provides a limited answer for the job being applied for | 1 |
| **Subtotal** | **3** |
| **Question two** | |
| Provides detailed appropriate answers for the job being applied for | 3 |
| Provides a detailed answer for the job being applied for | 2 |
| Provides a limited answer for the job being applied for | 1 |
| **Subtotal** | **3** |
| **Question three** | |
| Provides detailed appropriate answers for the job being applied for | 3 |
| Provides a detailed answer for the job being applied for | 2 |
| Provides a limited answer for the job being applied for | 1 |
| **Subtotal** | **3** |
| **Question four** | |
| Provides detailed appropriate answers for the job being applied for | 3 |
| Provides a detailed answer for the job being applied for | 2 |
| Provides a limited answer for the job being applied for | 1 |
| **Subtotal** | **3** |
| **Question five** | |
| Provides detailed appropriate answers for the job being applied for | 3 |
| Provides a detailed answer for the job being applied for | 2 |
| Provides a limited answer for the job being applied for | 1 |
| **Subtotal** | **3** |
| **Question six** | |
| Provides detailed appropriate answers for the job being applied for | 3 |
| Provides a detailed answer for the job being applied for | 2 |
| Provides a limited answer for the job being applied for | 1 |
| **Subtotal** | **3** |
| **Total** | **55** |

# Sample assessment task

# Career and Enterprise – General Year 11

## Task 9 – Unit 2

**Assessment type:** Individual pathway plan/career portfolio

**Conditions:**

Period allowed for completion of the task: two weeks

Other conditions: out of class assessment with some class time provided

**Task weighting:**

15% of the school mark for this pair of units

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A career portfolio is a big-picture document from which you can select relevant materials for various career-related uses. Create or update your personal electronic career portfolio. This should be related to a job which is of interest to you.

Your personal electronic career portfolio should include the following components:

* an Individual Pathway Plan (IPP) ­– updated from Task 5, including:
* skills and attributes
* values and interests
* personal and professional goals
* any other appropriate career-related information.

(4 marks)

* a resume, including:
* personal details
* education and training
* achievements
* work history
* references and/or other evidence of good character
* sporting associations, club membership, community associations, special interests
* any other appropriate career-related information.

(12 marks)

* any additional documentation that you consider appropriate.

**Total = 16 marks**

# Marking key for sample assessment task 9 – Unit 2

**Individual Pathway Plan (IPP)**

|  |  |
| --- | --- |
| **Description** | **Marks** |
| Provides a detailed IPP that is up to date which outlines a clear and detailed career vision | 4 |
| Provides an IPP that is up to date which outlines a career vision | 3 |
| Provides an IPP that is up to date but does not outline a possible career pathway | 2 |
| Provides a limited, basic and/or incomplete IPP | 1 |
| **Total** | **4** |
| **Answer could include, but is not limited to the following components:** | |
| * skills and attributes * values and interests * personal and professional goals | |

**Resume**

|  |  |
| --- | --- |
| **Description** | **Marks** |
| Provides a detailed resume including all required sections | 7–8 |
| Provides a resume including most required sections | 5–6 |
| Provides a resume including some required sections | 3–4 |
| Provides a limited, basic and/or incomplete resume | 1–2 |
| **Subtotal** | **8** |
| **Answer could include, but is not limited to the following components:** | |
| * personal details * education and training * achievements * work history * references and/or other evidence of good character * sporting associations, club membership, community associations, special interests | |
| **Description** | **Marks** |
| Presented to an acceptable standard for the relevant industry, including correct spelling and grammar | 4 |
| Presented to an acceptable standard for the relevant industry, including mostly correct spelling and grammar | 3 |
| Presented to a reasonable standard | 2 |
| Presented to a basic standard | 1 |
| **Subtotal** | **4** |
| **Total** | **12** |