



SAMPLE ASSESSMENT TASKS

CAREER AND ENTERPRISE
FOUNDATION YEAR 12

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Sample assessment task

Career and Enterprise – Foundation Year 12

Task 7 – Unit 4

Assessment type: Investigation

Conditions:

Period allowed for completion of the task: two weeks, with some time provided in class

Task weighting:

15% of the school mark for this pair of units

Investigate the application process for **one** course/training option of interest for **each** of the following:

- TAFE
- apprenticeship
- traineeship.

Record your findings, using the structured overview template on the next page, and write a report outlining the application process for all **three** training options.

The structured overview should:

- contain at least one point in each box
- use accurate spelling
- use language appropriate for a written report.

Total = 30 marks

Application process – Structured overview

TAFE

Name of course: _____

Location of the application package	Method of application	Prerequisites for enrolment	Supporting documentation required	Dates for submission of applications

Apprenticeship

Name of course: _____

Location of the application package	Method of application	Prerequisites for enrolment	Supporting documentation required	Dates for submission of applications

Traineeship

Name of course: _____

Location of the application package	Method of application	Prerequisites for enrolment	Supporting documentation required	Dates for submission of applications

Marking key for sample assessment task 7 – Unit 4

Description	Marks
TAFE course	
Describes the application process and completes all components of the structured overview, with the written report presented to industry standard, including correct spelling, grammar and sentence structure	8–10
Briefly describes the application process and completes most components of the structured overview, with the written report presented using correct spelling, grammar and sentence structure	5–7
Provides a limited description of the application process and completes some components of the structured overview	1–4
Subtotal	10
Apprenticeship	
Describes the application process and completes all components of the structured overview, with the written report presented to industry standard, including correct spelling, grammar and sentence structure	8–10
Briefly describes the application process and completes most components of the structured overview, with the written report presented using correct spelling, grammar and sentence structure	5–7
Provides a limited description of the application process and completes some components of the structured overview	1–4
Subtotal	10
Traineeship	
Describes the application process and completes all components of the structured overview, with the written report presented to industry standard, including correct spelling, grammar and sentence structure	8–10
Briefly describes the application process and completes most components of the structured overview, with the written report presented using correct spelling, grammar and sentence structure	5–7
Provides a limited description of the application process and completes some components of the structured overview	1–4
Subtotal	10
Total	30

Sample assessment task

Career and Enterprise – Foundation Year 12

Task 3 – Unit 3

Assessment type: Production/performance

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

Identify an advertised job that is of interest to you. The advertisement selected must include the application instructions and the selection criteria to be addressed in the application.

- Submit a copy of the advertisement with the details of the point of publication (e.g. the internet site, the newspaper details). (1 mark)
- Use the STAR (situation, task, action, result) approach to prepare a written response to **one** selection criterion that applications need to address. (12 marks)

Your written response will, in part, be assessed on the following literacy skills:

- sentence structure
- paragraph structure
- proofreading. (3 marks)

Total = 16 marks

Marking key for sample assessment task 3 – Unit 3

Description	Marks
Background	
Provides a job advertisement with the point of publication	1
Written response to one selection criteria	
Situation	
Provides a clear description of a relevant situation, using correct spelling and grammar	2
Provides a list of information relevant to a situation	1
Task	
Provides a clear description of a relevant task, using correct spelling and grammar	4
Provides a description of a relevant task	3
Provides a limited description of a task	2
Identifies a task	1
Action	
Provides a clear description of a relevant action, using correct spelling and grammar	4
Provides a description of a relevant action	3
Provides a limited description of an action	2
Identifies an action	1
Result	
Provides a clear description of a relevant result, using correct spelling and grammar	2
Provides a limited description of a result	1
Subtotal	12
Literacy skills	
Demonstrates correct sentence structure	1
Demonstrates correct paragraph structure	1
Minimal errors indicate effective proofreading	1
Subtotal	3
Total	16

Sample assessment task

Career and Enterprise – Foundation Year 12

Task 9 – Unit 4

Assessment type: Individual pathway plan/career portfolio

Conditions:

Period allowed for completion of the task: 2 weeks with some class time provided

Task weighting:

15% of the school mark for this pair of units

An electronic career portfolio is a big-picture document from which you can select relevant materials for various career-related uses. Create yourself an electronic career portfolio (or update your existing portfolio).

You must submit your personal electronic career portfolio, presented to industry standard, with correct spelling and grammar, including the following components:

- an updated electronic Individual Pathway Plan (completed as Task 1), which includes:
 - personal and professional skills and attributes
 - personal learning styles
 - personal and professional networks
 - short-term and long-term goals, with specific plans of how to achieve them
 - any other appropriate career-related information (4 marks)
- a resume, presented to industry standard, with correct spelling and grammar, including 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
 - any other appropriate career-related information (16 marks)
- any additional documentation that you consider appropriate.

Total = 20 marks

Marking key for sample assessment task 9 – Unit 4

Updated Electronic Individual Pathway Plan (IPP)

Description	Marks
Provides a detailed IPP that is up-to-date and which outlines a clear and detailed career vision	4
Provides an IPP that is up-to-date and 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 or incomplete IPP	1
Components could include, but are not limited to:	
<ul style="list-style-type: none"> • personal and professional skills and attributes • personal learning styles • personal and professional networks • short-term and long-term goals with specific plans of how to achieve them. 	

Resume

Description	Marks
Provides a detailed resume including all required sections, presented to industry standard, including correct spelling and grammar	13–16
Provides a resume including most required sections, presented to industry standard, including correct spelling and grammar	9–12
Provides a resume including most required sections, presented to a reasonable standard	5–8
Provides a limited/basic or incomplete resume	1–4
Components could include, but are not limited to:	
<ul style="list-style-type: none"> • personal details • education and training • achievements • work history • references and/or other evidence of good character • sporting associations, club membership, community associations, special interests. 	

Sample assessment task

Career and Enterprise – Foundation Year 12

Task 5 – Unit 3

Assessment type: Response

Conditions:

Time for the task: 20 minutes, in class, under test conditions

Task weighting:

5% of the school mark for this pair of units

1. Define the term 'work'. (1 mark)

2. Define the term 'discrimination'. (1 mark)

3. Describe the term 'harassment'. (2 marks)

4. Describe the term 'bullying'. (2 marks)

5. What is 'work/life balance'? Provide an example of this. (3 marks)

6. What is a 'skills shortage'? Provide an example in a particular area of employment. (3 marks)

7. Explain a 'resume'. In your class work, you have created a resume. How will this assist you when applying for a job? (3 marks)

Total = 15 marks

Marking key for sample assessment task 5 – Unit 3

Description	Marks
Definitions (1 mark per word)	
Clearly defines the word using appropriate language	1
Subtotal	2
Descriptions (2 marks per word/term)	
Provides a clear description, using correct spelling and grammar, of the word/term	2
Provides a limited description of the word/term	1
Subtotal	4
'Work/life balance'	
Provides a clear explanation, using correct spelling and grammar, of 'work/life balance' and provides a correct example	3
Provides a brief explanation of 'work/life balance' and provides a related example	2
Provides a limited explanation of 'work/life balance' or provides a related example	1
'Skills shortage'	
Provides a clear explanation, using correct spelling and grammar, of 'skills shortage' and provides a correct example	3
Provides a brief explanation of 'skills shortage' and provides a related example	2
Provides a limited explanation of 'skills shortage' or provides a related example	1
'Resume'	
Provides a clear explanation, using correct spelling and grammar, of a 'resume' and how they can assist when applying for a job	3
Provides a brief explanation of a 'resume' and states they are used when applying for a job	2
Provides a limited explanation of a 'resume'	1
Subtotal	9
Total	15