



SAMPLE ASSESSMENT TASKS

**CAREER AND ENTERPRISE
ATAR YEAR 12**

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Sample assessment task

Career and Enterprise – ATAR Year 12

Task 1 – Unit 3

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

Investigate **one** traditional and **one** contemporary career development theory. Deliver an oral presentation on your findings.

In your presentation you are required to:

- describe each theory in detail (8 marks)
- compare the two theories and describe the differences the application of each of these theories would have on your individual career development. (8 marks)

Total = 16 marks

Marking key for sample assessment task 1 – Unit 3

Description	Marks
Traditional theory	
Comprehensively describes the theory investigated	4
Describes the theory investigated	3
Briefly describes the theory investigated	2
Provides a limited description of the theory investigated	1
Subtotal	/4
Contemporary theory	
Comprehensively describes the theory investigated	4
Describes the theory investigated	3
Briefly describes the theory investigated	2
Provides a limited description of the theory investigated	1
Subtotal	/4
Comparison and application	
Comprehensively compares the theories investigated and describes the different effects each application would have on the individual's career development	7–8
Compares the theories investigated and describes the different effects each application would have on the individual's career development	5–6
Briefly compares the theories investigated and describes the different effects each application would have on the individual's career development	3–4
Provides a limited comparison of the theories investigated	1–2
Subtotal	/8
Total	/16
Answer could include, but is not limited to:	
<ul style="list-style-type: none"> • Traditional career development theory investigated could be Super's Lifespan (Developments) Theory (1957), which is based on the following stages: <ul style="list-style-type: none"> ▪ growth (1) ▪ exploration (1) ▪ establishment (1) ▪ maintenance (1) ▪ decline • Contemporary career development theory investigated could be Krumboltz' Happenstance Theory (2008), the main features of which are: <ul style="list-style-type: none"> ▪ clarify ideas (1) ▪ remove the blocks (1) ▪ expect the unexpected (1) ▪ take action (1) 	
Note: The comparison will depend on the theories chosen.	

Sample assessment task

Career and Enterprise – ATAR Year 12

Task 3 – Unit 3

Assessment type: Production/performance

Conditions

Period allowed for completion of the task: two weeks out of class assessment

Task weighting

5% of the school mark for this pair of units

You are required to deliver a presentation to an organisation to promote the concept of corporate and social responsibility (CSR) and to highlight the positive and negative impacts of CSR for the organisation, the community and the employees.

In your presentation:

- explain the concept of CSR (3 marks)
- identify the organisation to which you are presenting (it could be an actual organisation or a hypothetical organisation) and describe what you consider this organisation should do to address its CSR responsibility (6 marks)
- explain the impacts of introducing a CSR policy on the following groups: (9 marks)
 - the organisation itself
 - the community
 - the employees of the organisation.

In your presentation use examples to show what other organisations have done in terms of CSR and the impact of these measures.

Total = 18 marks

Marking key for sample assessment task 3 – Unit 3

Description	Marks
Provides a detailed explanation which demonstrates a sound understanding of the concept of CSR	3
Provides an explanation which demonstrates some understanding of the concept of CSR	2
Provides an explanation which demonstrates a limited understanding of the concept of CSR	1
Subtotal	/3
Provides a clear and detailed explanation, using relevant examples, of how the chosen organisation should address its CSR policy, including ethical expectations, legal expectations, commercial expectations and public expectations	5–6
Provides a detailed explanation, using examples, of how the chosen organisation should address its CSR policy, including some expectations	3–4
Provides a limited explanation, using few or no examples, of how the chosen organisation should address its CSR policy, including few expectations	1–2
Subtotal	/6
Provides a clear and detailed explanation, using examples, of the impacts of introducing a CSR policy on all groups (the organisation, the employees and the community)	7–9
Provides a clear and detailed explanation, using examples, of the impacts of introducing a CSR policy on one or two of the groups OR provides an explanation, using a limited number of examples, of the impacts of introducing a CSR policy on all groups	4–6
Provides a clear and detailed explanation, using examples, of the impacts of introducing a CSR policy on one of the groups OR provides a limited explanation, with few examples, of the impacts of introducing a CSR policy on all groups	1–3
Subtotal	/9
Total	/18

Sample assessment task

Career and Enterprise – ATAR Year 12

Task 7 – Unit 4

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:

5% 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. Update your personal electronic career portfolio. This should be constructed using information relevant to a job which is of interest to you.

Present your career vision through your electronic portfolio. Your electronic career portfolio, updated from Task 2, should include the following components:

- an electronic Individual Pathway Plan, including:
 - personal and professional skills and attributes
 - short term goals and long term goals
 - any other appropriate career-related information (4 marks)

- a resume, presented to industry standard, 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 (16 marks)

- any additional documentation that you consider appropriate.

Total = 20 marks

Marking key for sample assessment task 7 – Unit 4

1. Electronic Individual Pathway Plan (IPP)

Description	Marks
Provides a detailed and up-to-date IPP which outlines a clear and detailed career vision	4
Provides an up-to-date IPP which outlines a career vision	3
Provides an up-to-date IPP but does not outline a possible career pathway	2
Provides a limited/basic/incomplete IPP	1
Total	/4
Components could include, but are not limited to:	
<ul style="list-style-type: none"> • personal and professional skills and attitudes • personal learning styles • personal and professional networks • short and long term goals with specific plans of how to achieve them. 	

2. 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/incomplete resume	1–4
Total	/16
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 – ATAR Year 12

Task 8 – Unit 4

Assessment type: Response

Conditions: 40 minutes in class under test conditions

Task weighting:

15% of the school mark for this pair of units

1. Outline, using examples, each of the following terms:

- efficiency
- productivity
- sustainability.

(9 marks)

2. Describe the concept of a business being 'globally competitive'. (2 marks)

3. Explain, using examples, the role of efficiency, productivity and sustainability in assisting businesses to become more globally competitive. (9 marks)

Total = 20 marks

Marking key for sample assessment task 8 – Unit 4

- Outline, using examples, each of the following terms:
 - efficiency
 - productivity
 - sustainability.

Description	Marks
Efficiency	
Outlines clearly and in detail, using a relevant example, the term efficiency	3
Outlines, using a relevant example, the term efficiency	2
Provides a limited outline of the term efficiency	1
Subtotal	/3
Productivity	
Outlines clearly and in detail, using a relevant example, the term productivity	3
Outlines, using a relevant example, the term productivity	2
Provides a limited outline of the term productivity	1
Subtotal	/3
Sustainability	
Outlines clearly and in detail, using a relevant example, the term sustainability	3
Outlines, using a relevant example, the term sustainability	2
Provides a limited outline of the term sustainability	1
Subtotal	/3
Total	/9

- Describe the concept of a business being 'globally competitive'.

Description	Marks
Provides a clear and detailed description of the concept of a business being globally competitive	2
Provides a limited description of the concept of a business being globally competitive	1
Total	/2

3. Explain, using examples, the role of efficiency, productivity and sustainability in assisting businesses to become more globally competitive.

Description	Marks
Efficiency	
Provides, using a relevant example, a clear and detailed explanation of the role of efficiency in assisting businesses to become more globally competitive	3
Provides, using a relevant example, an explanation of the role of efficiency in assisting businesses to become more globally competitive	2
Provides a limited explanation of the role of efficiency in assisting businesses to become more globally competitive	1
Subtotal	/3
Productivity	
Provides, using a relevant example, a clear and detailed explanation of the role of productivity in assisting businesses to become more globally competitive	3
Provides, using a relevant example, an explanation of the role of productivity in assisting businesses to become more globally competitive	2
Provides a limited explanation of the role of productivity in assisting businesses to become more globally competitive	1
Subtotal	/3
Sustainability	
Provides, using a relevant example, a clear and detailed explanation of the role of sustainability in assisting businesses to become more globally competitive	3
Provides, using a relevant example, an explanation of the role of sustainability in assisting businesses to become more globally competitive	2
Provides a limited explanation of the role of sustainability in assisting businesses to become more globally competitive	1
Subtotal	/3
Total	/9