



## SAMPLE ASSESSMENT TASKS

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**BUSINESS MANAGEMENT AND ENTERPRISE**  
**PRELIMINARY UNIT 3 AND UNIT 4**

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## Sample assessment task

### Business Management and Enterprise – Preliminary

#### Task 1 – Unit 3

##### **Conditions**

Period allowed for completion of the task: two weeks

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##### **Task 1: Teamwork**

Gather photographic evidence to show your contribution to the team. Use the photographs to create a teamwork poster.

For this task, you will need to show you are a good team member:

- work as part of a team to produce items to sell
- produce goods to the best of your ability
- communicate with other team members
- follow instructions and stick to a planned schedule
- ask for help as needed.

Your progress in this task will be documented in the following ways:

- brainstorming what makes a good team member
- your list of the skills you bring to the team
- teacher observation notes of your work as a team member when making products or providing a service
- photographs and videos of you working
- a completed checklist on yourself on teamwork performance
- a poster providing evidence of your teamwork.

## Task 1 – Completion checklist

Unit outcome: apply the attributes of working in a team

Description of evidence to be collected by teacher	Date evidence collected	Level of support comments
Brainstorming what makes a good team member		
Students to individually list the skills they bring to the team		
Teacher observation notes of your work as a team member when making products or providing a service		
Photographs and videos of students working		
Students to complete a checklist on their teamwork performance		
Students to create poster based on photographs of their teamwork		

## Sample assessment task

### Business Management and Enterprise – Preliminary

#### Task 2 – Unit 3

##### **Conditions**

Period allowed for completion of the task: two weeks

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##### **Task 2: Creation of an advertisement**

You are to create an advertisement that can be used to promote the product or service you are providing. The advertisement can take any form (i.e. poster, video) and is to include features of an advertisement and key words.

For this task, you will need to:

- choose the form your advertisement will take
- use appropriate vocabulary
- target customer market
- show products to be sold or service to be provided.

Your progress in this task will be documented in the following ways:

- brainstorming different types of advertisements as a group
- teacher observations on knowledge and understanding of key features of an advertisement
- final creation of advertisement that reflects the key features of an advertisement and provides relevant information on the product or service.

## Task 2 – Completion checklist

Unit outcome: recognise ways to promote products and services

Description of evidence to be collected by teacher	Date evidence collected	Level of support comments
Brainstorming different types of advertisements as a group		
Teacher observations on knowledge and understanding of key features of an advertisement		
Creation of an advertisement that reflects the features of an advertisement and provides relevant information on the product or service		