



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

- a) Identify and explain a problem from a workplace with which you are familiar. (3 marks)
- b) Describe **two (2)** different solutions to the problem you have identified. (6 marks)
- c) 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

- a) 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

- b) 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

- c) 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

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
Subtotal	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:	
<ul style="list-style-type: none"> 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

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

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:	
<ul style="list-style-type: none"> • 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:	
<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 	
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