



## SAMPLE ASSESSMENT OUTLINE

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

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## Sample assessment outline

### Business Management and Enterprise – Preliminary

#### Unit 3

Assessment task	Notional due date	Unit outcome: recognise that the selling price of an item needs to return a profit	Unit outcome: recognise correct ways of handling money	Unit outcome: recognise ways to promote products and services	Unit outcome: show how, where and when to seek assistance	Unit outcome: apply the attributes of an efficient worker	Unit outcome: apply the attributes of working in a team
<p><b>Task 1: Working in a team</b></p> <p>Students will be producing items as part of a small school-based business. Whilst creating products or providing a service, students demonstrate they understand the importance of the individual's contribution to the team. Evidence of understanding the individual's contribution to the team to be demonstrated through using photographs of students to create a teamwork poster.</p>	Week 7				✓	✓	✓
<p><b>Task 2:</b> Students to create their own advertisement that can be used to promote the product or business. The advertisement may take any form; for example, a poster or a video. Advertisement includes features of an advertisement and key words language.</p>	Week 9			✓		✓	
<p><b>Task 3:</b> Students to demonstrate an understanding of the money exchange situation. Role play the selling and buying of products. Initial teacher assessment of student ability to handle money correctly and use appropriate language when handling customers.</p>	Week 13	✓	✓		✓		

<b>SAMPLE PLANNING CHECKLIST</b> <b>Business Management and Enterprise</b> <b>Preliminary Unit 3</b> (✓ = Unit content covered)	<b>Task 1</b> Teamwork	<b>Task 2</b> Advertising	<b>Task 3</b> Money-handling
<b>Knowledge and understandings</b>			
the concept of ethical practice when <ul style="list-style-type: none"> <li>• receiving cash</li> <li>• refunding cash</li> <li>• dealing with customers</li> </ul>	✓	✓	✓
the concept of selling price to provide a profit for the business	✓		✓
ways to promote a product or service, including: <ul style="list-style-type: none"> <li>• radio advertising</li> <li>• television advertising</li> <li>• internet advertising</li> <li>• outdoor advertising</li> <li>• sponsorship</li> </ul>	✓	✓	✓
ways to communicate when promoting a product or providing a service	✓	✓	
features of an advertisement		✓	✓
locations to promote a product or service within the school	✓		✓
attributes of an efficient worker when preparing to sell a product or provide a service, including: <ul style="list-style-type: none"> <li>• uses resources efficiently</li> <li>• seeks assistance when necessary</li> <li>• focuses on tasks and avoids distractions</li> </ul>	✓	✓	
teamwork skills when preparing to sell a product or provide a service, including: <ul style="list-style-type: none"> <li>• co-operates with team members</li> <li>• takes turns</li> <li>• shares resources</li> </ul>	✓		
key words associated with preparing to sell a product or provide a service, including: <ul style="list-style-type: none"> <li>• selling price</li> <li>• market promotion</li> <li>• advertising</li> <li>• sales</li> </ul>	✓	✓	✓
<b>Skills</b>			
recognises ways of promoting a product or service		✓	
calculates the profit to be made on the sale of the product or service			✓
calculates the selling price for a product or service			✓
chooses from a variety of media to advertise a product or service		✓	
creates an advertisement		✓	
finds suitable locations to promote a product or service within the school		✓	
uses the advertisement to publicise the product or service			
uses effective communication skills when promoting a product or providing a service	✓	✓	
recognises own teamwork skills	✓		
recognises own strengths that will be valuable to the team	✓		
uses customer service skills when greeting a potential customer	✓		
follows instructions or a schedule to complete a task	✓		✓

<b>SAMPLE PLANNING CHECKLIST</b> <b>Business Management and Enterprise</b> <b>Preliminary Unit 3</b> (✓ = Unit content covered)	<b>Task 1</b> Teamwork	<b>Task 2</b> Advertising	<b>Task 3</b> Money-handling
follows classroom rules when preparing to sell a product or provide a service	✓	✓	✓
uses teamwork skills when promoting a product or providing a service	✓	✓	
applies the attributes of an efficient worker when preparing to sell a product or provide a service	✓	✓	✓
uses business vocabulary	✓	✓	✓

## Sample assessment outline

## Business Management and Enterprise – Preliminary

## Unit 4

Assessment task	Notional due date	Unit outcome: recycle resources	Unit outcome: recognise money spent versus money received	Unit outcome: handle money correctly and ethically	Unit outcome: apply customer service skills	Unit outcome: show how, where and when to seek assistance	Unit outcome: apply the attributes of an efficient worker	Unit outcome: participate as a member of a team
<b>Task 4 due Week 6:</b> Students to choose and investigate a job within a business focusing on the attributes of an efficient worker within that job. Students can either write or use photos or pictographs to complete the task.	Week 6					✓	✓	✓
<b>Task 5 Part 1:</b> Selling: school-based venue. Students to demonstrate the use of effective communication skills, efficient worker skills, ethical handling of money and good teamwork skills.	Week 14	✓	✓	✓	✓	✓	✓	✓
<b>Task 5 Part 2:</b> Selling: venue outside the school environment. Students to demonstrate the use of effective communication skills, efficient worker skills, ethical handling of money and good teamwork skills.	Week 16	✓	✓	✓	✓	✓	✓	✓

<b>SAMPLE PLANNING CHECKLIST</b> <b>Business Management and Enterprise</b> <b>Preliminary Unit 4</b> (✓ = Unit content covered)	<b>Task 4</b> Investigating a job	<b>Task 5</b> Part 1	<b>Task 5</b> Part 2
<b>Knowledge and understandings</b>			
the concept of ethical practice when <ul style="list-style-type: none"> <li>receiving cash</li> <li>refunding cash</li> <li>dealing with customers</li> </ul>	✓	✓	✓
the concept of selling price to provide a profit for the business	✓	✓	✓
ways to promote a product or service, including: <ul style="list-style-type: none"> <li>radio advertising</li> <li>television advertising</li> <li>internet advertising</li> <li>outdoor advertising</li> <li>sponsorship</li> </ul>	✓	✓	✓
ways to communicate when promoting a product or providing a service	✓	✓	✓
features of an advertisement			
locations to promote a product or service within the school	✓	✓	
attributes of an efficient worker when preparing to sell a product or provide a service, including: <ul style="list-style-type: none"> <li>uses resources efficiently</li> <li>seeks assistance when necessary</li> <li>focuses on tasks and avoids distractions</li> </ul>	✓	✓	✓
teamwork skills when preparing to sell a product or provide a service, including: <ul style="list-style-type: none"> <li>co-operates with team members</li> <li>takes turns</li> <li>shares resources</li> </ul>	✓	✓	✓
key words associated with preparing to sell a product or provide a service, including: <ul style="list-style-type: none"> <li>selling price</li> <li>market promotion</li> <li>advertising</li> <li>sales</li> </ul>	✓	✓	✓
<b>Skills</b>			
uses effective communication skills when dealing with customers		✓	✓
uses customer service skills when dealing with customers		✓	✓
resolves customer issues		✓	✓
sells the product or provides a service	✓	✓	✓
follows simple, correct procedures for handling money, including: <ul style="list-style-type: none"> <li>receiving money</li> <li>giving correct change</li> </ul>		✓	✓
counts and records amount of money received on the sale of a product or service		✓	✓
calculates profit using money spent and money received		✓	✓
follows correct procedures when seeking assistance	✓	✓	✓
follows instructions or a schedule to complete a task	✓	✓	✓
follows classroom rules when selling a product or providing a service	✓	✓	✓
recognises own teamwork skills	✓	✓	✓
recognises own strengths that will be valuable to the team	✓	✓	✓
uses teamwork skills when selling a product or providing a service	✓	✓	✓
applies the attributes of an efficient worker when selling a product or providing a service		✓	✓
uses business vocabulary	✓	✓	✓