



SAMPLE ASSESSMENT TASKS

CAREER AND ENTERPRISE
FOUNDATION YEAR 11

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Sample assessment task

Career and Enterprise – Foundation Year 11

Task 3 – Unit 1

Assessment type: Production/performance

Conditions:

Period allowed for completion of the task: 2 weeks

Other conditions: in class assessment

Task weighting:

10% of the school mark for this pair of units

Prepare and deliver a 5–10 minute oral presentation that provides the following information.

- Definitions of the following types of work:
 - paid
 - unpaid.

(4 marks)

- Definitions of the following categories of paid work:
 - full-time
 - part-time
 - casual
 - seasonal
 - contract
 - apprenticeship
 - traineeship.

(7 marks)

- Definitions of the following categories of paid work:
 - voluntary work
 - training
 - study
 - parenting
 - caring.

(5 marks)

- Definitions of the following work settings:
 - indoor
 - outdoor
 - mobile
 - stationary
 - fly-in/fly-out
 - drive-in/drive-out
 - city
 - country
 - remote.

(9 marks)

- Explain what type of work and which work setting would best suit you and why. (4 marks)

When delivering the oral presentation consider the following criteria which are key aspects of workplace communication:

- formal oral language
- tone
- volume
- timing
- body language.

(10 marks)

Total = 39 marks

Marking key for sample assessment Task 3 – Unit 1

Description	Marks
Definitions	
A clear and accurate definition of each work type listed	1–4 (2 marks each)
A clear and accurate definition of each category of paid work listed	1–7 (1 mark each)
A clear and accurate definition of each category of unpaid work listed	1–5 (1 mark each)
A clear and accurate definition of each work setting listed	1–9 (1 mark each)
Subtotal	25
Explanations	
Work type	
Explains why a particular work type would suit them best	2
Lists which work type would suit them best	1
Work setting	
Explains why a particular work setting would suit them best	2
Lists which work setting would suit them best	1
Subtotal	4
Presentation	
Uses formal oral language throughout the presentation	1–2
Uses appropriate tone throughout the presentation	1–2
Uses appropriate volume throughout out the presentation	1–2
Timing of the presentation met the requirements	1–2
Body language was appropriate throughout the presentation	1–2
Subtotal	10
Total	39

Sample assessment task

Career and Enterprise – Foundation 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

Other conditions: In-class assessment

Task weighting:

15% of the school mark for this pair of units

Work search tools, resources and organisations used to gain work include:

- an IPP
- a career portfolio
- the ApprentiCentre
- the Career Centre
- the Job Search Guide
- the Aboriginal Workforce Development Centre.

Investigate **four (4)** of these work search tools, resources and/or organisations used to gain work.

Record your findings using the PMI (Plus, minus and interesting chart) template on the next page.

The PMI should:

- contain three points in each box
- use accurate spelling
- use language appropriate for the workplace.

Total = 40 marks

Gaining work – PMI

Plus	Minus	Interesting
Work search tools, resources and/or organisations 1		
Work search tools, resources and/or organisations 2		
Work search tools, resources and/or organisations 3		
Work search tools, resources and/or organisations 4		

Marking key for sample assessment Task 6 – Unit 2

Description	Marks
Work search tool, resource and/or organisation 1	
Comprehensively describes the work search tool, resource or organisation and completes all components of the PMI	7–9
Briefly describes the work search tool, resource or organisation and completes most components of the PMI	4–6
Provides a limited description of the work search tool, resource or organisation and completes some components of the PMI	1–3
Subtotal	9
Work search tool, resource and/or organisation 2	
Comprehensively describes the work search tool, resource or organisation and completes all components of the PMI	7–9
Briefly describes the work search tool, resource or organisation and completes most components of the PMI	4–6
Provides a limited description of the work search tool, resource or organisation and completes some components of the PMI	1–3
Subtotal	9
Work search tool, resource and/or organisation 3	
Comprehensively describes the work search tool, resource or organisation and completes all components of the PMI	7–9
Briefly describes the work search tool, resource or organisation and completes most components of the PMI	4–6
Provides a limited description of the work search tool, resource or organisation and completes some components of the PMI	1–3
Subtotal	9
Work search tool, resource and/or organisation 4	
Comprehensively describes the work search tool, resource or organisation and completes all components of the PMI	7–9
Briefly describes the work search tool, resource or organisation and completes most components of the PMI	4–6
Provides a limited description of the work search tool, resource or organisation and completes some components of the PMI	1–3
Subtotal	9
Total	36

Description	Marks
Spelling is accurate and appropriate throughout	1–2
Language used is appropriate for the workplace	1–2
Total	4

Sample assessment task

Career and Enterprise – Foundation Year 11

Task 7 – Unit 2

Assessment type: Response

Conditions:

Time for the task: 45 minutes

Other conditions: In class – short answer, under test conditions

Task weighting:

10% of the school mark for this pair of units

Examine the following table and then answer the questions below.

Employee information	Pay rate	Tax rate
Fred 25 years old A long term employee who is very efficient and could complete the task in four hours	\$17.52	37c for each \$1
Amanda 20 years old Has been employed by the business for four years and could complete the task in six hours	\$15.77	32.5c for each \$1
John 18 years old A new employee who could complete the task in seven hours	\$12.27	19c for each \$1

Using the information in the table above:

- Calculate the gross pay for each of the three employees to complete a task. (9 marks)
- Calculate the net pay for each of the three employees to complete a task. (18 marks)
- Based on the calculations, identify which of the employees you would ask to complete the task and discuss why you made this decision. (3 marks)

Total = 30 marks

Marking key for sample assessment Task 7 - Unit 2

- a) Calculate the gross pay for each of the three employees to complete a task.

Description	Marks
Fred 4 hours (1 mark) x \$17.52 (1 mark) = \$70.08 (1 mark)	1-3
Amanda 6 hours (1 mark) x \$15.77 (1 mark) = \$94.62 (1 mark)	1-3
John 7 hours (1 mark) x \$12.27 (1 mark) = \$85.89 (1 mark)	1-3
Total	9

- b) Calculate the net pay for each of the three employees to complete a task.

Description	Marks
Fred \$70.08 (1 mark) x 0.37 (1 mark) = \$25.93 (1 mark) \$70.08 (1 mark) – \$25.93 (1 mark) = \$44.15 (1 mark)	1-6
Amanda \$94.62 (1 mark) x 0.325 (1 mark) = \$30.75 (1 mark) \$94.62 (1 mark) – \$30.75 (1 mark) = \$63.87 (1 mark)	1-6
John \$85.89 (1 mark) x 0.19 (1 mark) = \$16.32 (1 mark) \$85.89 (1 mark) – \$16.32 (1 mark) = \$69.57 (1 mark)	1-6
Total	18

- c) Based on the calculations, identify which of the employees you would ask to complete the task and discuss why you made this decision.

Description	Marks
States that Fred is the best person to ask to complete the task and explains that, even though Fred has higher pay rate, because he is more efficient he is the cheapest option	3
States that Fred is the best person to ask to complete the task and justifies the decision based on the lowest cost	2
States they would ask Fred to complete the task	1
Total	3

Sample assessment task

Career and Enterprise – Foundation Year 11

Task 8 – Unit 2

Assessment type: Individual pathway plan/career portfolio

Conditions:

Period allowed for completion of the task: 3 weeks

Other conditions: Out-of-class assessment with some class time provided

Task weighting:

20% 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. The information used in the portfolio must be based on a job which is of interest to you.

Your electronic career portfolio should include the following components:

- an Individual Pathway Plan – updated from Task 1, 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
 - membership of sporting associations, clubs and/or 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 8 – Unit 2

Description	Marks
Individual Pathway Plan (IPP)	
Provides a detailed IPP that is up to date and outlines a clear and detailed career vision	4
Provides an IPP that is up to date and outlines a career vision	3
Provides an IPP that is up to date but does not outline a career pathway	2
Provides a limited, basic and/or incomplete IPP	1
Subtotal	4
Resume	
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
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	16