



SAMPLE ASSESSMENT TASKS

CAREER AND ENTERPRISE
GENERAL YEAR 12

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Sample assessment task

Career and Enterprise – General Year 12

Task 1 – Unit 3

Assessment type: Response

Conditions:

Time for the task: 45 minutes

Other conditions: in class – extended answer, under test conditions

Task weighting

5% of the school mark for this pair of units

- a) According to Holland’s Theory of Career Choice (1985), most people are one of six personality types. Describe each of the **six** personality types, the work activities that match each personality type, and a career choice that would suit each. (18 marks)
- b) Identify your personality type and explain how this is linked to your planned career pathway. (4 marks)

Total = 22 marks

Marking key for sample assessment task 1 – Unit 3

- a) According to Holland’s Theory of Career Choice (1985), most people are one of six personality types. Describe each of the **six** personality types, the work activities that match each personality type, and a career choice that would suit each.

Realistic personality type

Description	Marks
Describes the personality type in detail, lists a range of appropriate work activities to match that personality and lists a career choice that would suit	3
Briefly describes the personality type and lists some possible work activities to match that personality and/or lists a career choice that would suit	2
States a fact about the personality type and/or lists an appropriate work activity and career	1
Answer could include, but is not limited to:	
<ul style="list-style-type: none"> • Realistic personality types are generally practical people • Possible work activities include working with animals, machinery and/or tools • Career choices could include a trade, farming or engineering 	

Investigative personality type

Description	Marks
Describes the personality type in detail, lists a range of appropriate work activities to match that personality and lists a career choice that would suit	3
Briefly describes the personality type and lists some possible work activities to match that personality and/or lists a career choice that would suit	2
States a fact about the personality type and/or lists an appropriate work activity and career	1
Answer could include, but is not limited to:	
<ul style="list-style-type: none"> • Investigative personality types like to solve problems and apply logic • Possible work activities include working with information or abstract ideas • Career choices could include a chemist or a mathematician 	

Artistic personality type

Description	Marks
Describes the personality type in detail, lists a range of appropriate work activities to match that personality and lists a career choice that would suit	3
Briefly describes the personality type and lists some possible work activities to match that personality and/or lists a career choice that would suit	2
States a fact about the personality type and/or lists an appropriate work activity and career	1
Answer could include, but is not limited to:	
<ul style="list-style-type: none"> • Artistic personality types are creative and like to be original • Possible work activities include working on creating things or performing • Career choices could include acting, dancing, writing 	

Social personality type

Description	Marks
Describes the personality type in detail, lists a range of appropriate work activities to match that personality and lists a career choice that would suit	3
Briefly describes the personality type and lists some possible work activities to match that personality and/or lists a career choice that would suit	2
States a fact about the personality type and/or lists an appropriate work activity and career	1
Answer could include, but is not limited to:	
<ul style="list-style-type: none"> • Social personality types are friendly and like to help people • Possible work activities include speaking to people, assisting in social situations • Career choices could include a nursing, teaching, social work 	

Enterprising personality type

Description	Marks
Describes the personality type in detail, lists a range of appropriate work activities to match that personality and lists a career choice that would suit	3
Briefly describes the personality type and lists some possible work activities to match that personality and/or lists a career choice that would suit	2
States a fact about the personality type and/or lists an appropriate work activity and career	1
Answer could include, but is not limited to:	
<ul style="list-style-type: none"> • Enterprising personality types are generally sociable, energetic and ambitious • Possible work activities include leading groups and discussions • Career choices could include a sales representative or a lawyer 	

Conventional personality type

Description	Marks
Describes the personality type in detail, lists a range of appropriate work activities to match that personality and lists a career choice that would suit	3
Briefly describes the personality type and lists some possible work activities to match that personality and/or lists a career choice that would suit	2
States a fact about the personality type and/or lists an appropriate work activity and career	1
Answer could include, but is not limited to:	
<ul style="list-style-type: none"> • Conventional personality types are good at following a plan and generally like order • Possible work activities include organising data, arranging sequences of activities • Career choices could include a bank teller or an accountant 	

b) Identify your personality type and explain how this is linked to your planned career pathway.

Description	Marks
Explains in detail how a selected personality type applies to them and how it could be linked to their own planned career pathway, using a wide range of relevant examples	4
Explains briefly how a selected personality type applies to them and how it could be linked to their own planned career pathway, using some relevant examples	3
Describes how a selected personality type applies to them and states a simple connection to their own planned career pathway, using limited examples	2
States in general terms how a selected personality type applies to them or states a simple connection to their own planned career pathway	1

Sample assessment task

Career and Enterprise – General Year 12

Task 2 – Unit 3

Assessment type: Investigation

Conditions:

Period allowed for completion of the task: one week with some time provided in class

Task weighting:

5% of the school mark for this pair of units

Investigate **two** global trends that can impact on the workforce. Prepare a 4–6 minute oral presentation which:

- describes each trend
- explains the influence of the trends on workplace requirements
- explains the impact of the trends on an individual's career development.

In your presentation, refer to a wide range of examples using career related terminology.

Total = 22 marks

Marking key for sample assessment task 2 – Unit 3

Description	Marks
Global trends (3 marks for each trend)	
Describes the trend in detail, referring to a range of relevant examples	3
Briefly describes the trend, referring to some relevant examples	2
Names trend in general terms or provides a simple fact about a trend	1
Subtotal	3
Total	6
Answer could include, but is not limited to:	
Global trends investigated could include: <ul style="list-style-type: none"> • more mobile population • ageing workforce • changing roles of family members 	
Influence on requirements (4 marks for each trend)	
Explains the influence on workplace requirements accurately using relevant career-related terminology and a range of examples to support the explanation	4
Briefly explains the influence on workplace requirements using some relevant career-related terminology and examples to support the explanation	3
Identifies the influence on workplace requirements, using some career-related terminology and/or limited examples	2
States a simple influence on workplace requirements in general terms	1
Subtotal	4
Total	8
Answer could include, but is not limited to:	
Example: More mobile population	
Globally, there is increasing acceptance of travel for work purposes. One example of this increased mobile population is demonstrated through the increase in the number of FIFO workers.	
The influence of a more mobile population for the workplace includes the need for increased logistics and managing of an employee's productivity in terms of travel time and work output. It also sees an additional expense of travel costs for the workplace.	
Impact on career development (4 marks for each trend)	
Explains the impact on the individual's career development in detail, accurately using relevant career-related terminology and a range of examples to support the explanation	4
Briefly explains the impact on the individual's career development using some relevant career-related terminology and examples to support the explanation	3
Identifies the impact on the individual's career development using some career-related terminology and/or limited examples	2
States an impact on individual's career development in general terms	1
Subtotal	4
Total	8
Answer could include, but is not limited to:	
Example: More mobile population	
The impact of a more mobile population on an individual's career development can address issues such as work/life balance, changing roles in the family, and individual efficiency.	

Sample assessment task

Career and Enterprise – General Year 12

Task 3 – Unit 3

Assessment type: Production/performance

Conditions:

Period allowed for completion of the task: one week

Other conditions: in-class assessment

Task weighting:

10% of the school mark for this pair of units

Select a job that interests you. Produce a multimedia presentation to promote yourself to a potential employer.

The presentation should use examples to explain how your personal profile matches the selected job. In your presentation, you are required to:

- identify and match **four** personal and/or professional skills and/or attributes to the job
(12 marks)
- identify and match **two** other skills that can be used to connect with and work with others.
(6 marks)

Total = 18 marks

Marking key for sample assessment task 3 – Unit 3

Description	Marks
Personal/professional skill/attribute	
Explains, using examples, how the skill/attribute matches to the job they are interested in	3
Describes a skill/attribute they possess and the selected job	2
Identifies a personal skill/attribute	1
Subtotal	3
Total	12
Skill to connect with and work with others	
Explains, using examples, how a skill they possess can be used to connect with and work with others	3
Uses an example to illustrate an appropriate skill they possess	2
Identifies an appropriate personal skill	1
Subtotal	3
Total	6
Final total	18
Answer could include, but is not limited to:	
<p>Personal skills/attributes</p> <ul style="list-style-type: none"> • time management • planning • organisation <p>Professional skills/attributes</p> <ul style="list-style-type: none"> • critical thinking • problem solving • people management <p>Skills to connect and work with others</p> <ul style="list-style-type: none"> • communication skills • recognising and adjusting to diversity • teamwork skills 	

Sample assessment task

Career and Enterprise – General Year 12

Task 10 – 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:

15% 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. Create or update your personal electronic career portfolio. This should be constructed using information relevant to a job which is of interest to you.

Your electronic career portfolio should include the following components:

- an electronic Individual Pathway Plan (IPP) – updated from Task 5, 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.

(10 marks)

- any additional documentation that you consider appropriate.

Total = 16 marks

Marking key for sample assessment task 10 – Unit 4

Electronic Individual Pathway Plan (IPP)

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

Resume

Description	Marks
Provides a detailed resume including all required sections, presented to industry standard, including correct spelling and grammar	9–10
Provides a resume including all required sections, presented to industry standard, including correct spelling and grammar	7–8
Provides a resume including most required sections, presented to a reasonable standard including mostly correct spelling and grammar	5–6
Provides an incomplete resume, presented to a basic standard, including limited correct spelling and grammar	3–4
Provides a basic and incomplete resume with little to no organisation, including incorrect spelling and grammar	1–2
Total	10
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. 	