**Sample Assessment Outline**

Career and Enterprise

Foundation Year 11

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Any resources such as texts, websites and so on that may be referred to in this document are provided as examples of resources that teachers can use to support their learning programs. Their inclusion does not imply that they are mandatory or that they are the only resources relevant to the course.

# Sample assessment outline

# Career and Enterprise – Foundation Year 11

## Unit 1 and Unit 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment type** | **Assessment type weighting** | **Assessment**  **task**  **weighting** | **When** | **Assessment task** |
| Investigation | 30% | 15% | Semester 1  Week 12 | **Task 5:** Personal organisation self-reflection and audit – the characteristics of an organised person, and produce a written report on their personal organisation and identify some strategies that could be used to improve personal organisation |
| 15% | Semester 2  Week 9 | **Task 8:** Gaining work – investigate the work search tools, resources and organisations used to gain work and present findings on the usefulness of each in the form of a PMI |
| Production/  performance | 20% | 5% | Semester 1  Week 7 | **Task 3:** Types of work – define the different types of work and work settings and perform an oral presentation explaining these and outlining personal preference |
| 5% | Semester 1  Week 9 | **Task 4:** Workplace communication – note-taking from a phone message |
| 10% | Semester 2  Week 5 | **Task 7:** Diversity in the workplace – work in a group of four to produce a multimedia presentation on the issue of diversity in the workplace |
| Individual pathway plan/career portfolio | 30% | 10% | Semester 1  Week 5 | **Task 2:** Individual pathway plan – create or update own IPP including personal skills, attributes, values and interests |
| 20% | Semester 2  Week 14 | **Task 10:** Career portfolio – create/review own career portfolio |
| Response | 20% | 5% | Semester 1  Week 2 | **Task 1:** TACKS – a series of questions based on own suitability for a particular job |
| 5% | Semester 1  Week 15 | **Task 6:** WorkSafe SmartMove General module – complete the WorkSafe SmartMove General module from the WorkSafe SmartMove website |
| 10% | Semester 2  Week 11 | **Task 9:** Pay calculations – a series of questions based on stimulus material |
| **Total** | **100%** | **100%** |  |  |