**Year 11 Work Studies**

**My Working Life Assessment Task, 2024**

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| **TOPIC**: Nature of Work Research Task | **MARKS:** 30  |
| **SUBMISSION REQUIREMENTS:** Term 2, Week 1: Friday 3rd of May, 2024It needs to be submitted on Canvas by 11:59pm.  | **WEIGHTING:**  30%  |
| **OUTCOMES TO BE ASSESSED:**1. **Investigates** a range of work environments 3. **analyses** employment options and career management 4. Assesses pathways for further education, training and life planning. |
| **DIRECTIONAL VERBS:****Investigate-** Plan, inquire into and draw conclusions about**Analyse**- Identify components and the relationship between them; draw out and relate implications |
| **TASK DESCRIPTION:**Students are required to choose a scenario from the options below; research and write a response. **Choose ONE of the following scenarios**“You are a carpenter who wants to progress in your workplace, but to do this you need to get additional certificates. What types of certificates do you need to go from working on a building site to managing it? How do you approach your boss to discuss your career ambition and how he can help you get the qualifications you need? **OR**“You work at the local Coles as a customer service operator (checkout). You know you do not want to be doing this your whole life. What can you do to further your career and how do you approach your boss about this? |
| **ASSESSMENT CRITERIA:**Students are to select one scenario and answer the following questions in your written response: * What type of work is this? Explain what skills are needed for this current job. Examine how these skills are useful for various jobs.
* What teamwork skills are necessary for you to do this current job? Explain the steps you could take to discuss career progression with your boss and improve your working life.
* What are some options to progress your career for your chosen scenario? Describe at least 2-3 types of training you could complete to progress your career. Analyse how each training could help you progress in your current role or for other jobs/careers
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|  **ASSESSMENT MARKING CRITERIA** |
| 1. **Investigates** a range of work environments 3. **analyses** employment options and career management  | **Mark** | **Grade** |
| The student extensively **investigates** different types of work and skills for employment by applying knowledge of self-management and teamwork skills in a sophisticated way. This response extensively **analyses** pathways for employment options and career management. The student has produced a response which effectively outlines strategies for good communication within the workplace.  | **17-20** | **A** |
| The student thoroughly **investigates** different types of work and skills for employment by applying knowledge of self-management and teamwork skills in an accurate way. This response **analyses** pathways for employment options and career management. The student has produced a response which accurately outlines strategies for good communication within the workplace.  | **14-16** | **B** |
| The student **investigates** different types of work and skills for employment byapplyingknowledge of self-management and teamwork skills in an accurate way. This response attempts to **analyses** pathways for employment options and career management. The student has produced a response which attempts to outline strategies for communication within the workplace.  | **10-13** | **C** |
| The student demonstrates some knowledge of different types of work and skills for employment by applying knowledge of self-management and teamwork skills. This response may or may not **analyse** pathways for employment options and career management. The student has produced a response which may or may not incorporate strategies for communication within the workplace.  | **6-9** | **D** |
| The student demonstrates limited knowledge of different types of work and skills for employment. Does not apply knowledge of self-management and teamwork skills. This response does not **analyse** pathways for employment options and career management. The student has produced a response which does not outline strategies for communication within the workplace.  | **1-5** | **E** |