Year 12 Work Studies

In the Work Place Assessment Task 2024

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| **TOPIC**: In the Work Place Report and Presentation | **MARKS:** /25  |
| **SUBMISSION REQUIREMENTS:** Submit on CANVAS by 11:59pm Friday 8/3/24 Term 1, Week 6 | **WEIGHTING:**  20%  |
| **OUTCOMES TO BE ASSESSED:**2 – Examines different types of work and skills for employment4 – Assesses pathways for further education, training and life planning6 - Applies Self Management and teamwork skills |
| **DIRECTIONAL VERBS:****Examine -** inspect thoroughly in order to determine their nature or condition.**Describe** – Provide characteristics and features |
| **TASK DESCRIPTION:**Students are to complete a three-part work place Portfolio. The Portfolio should include the following parts:**Part 1 Report (10 Marks)**You are to research and ***examine*** a variety of employment options for future school leavers including benefits and drawbacks. Your report is to cover the following options for school leavers - Full-time employment - Casual employment whilst studying full-time - Apprenticeships - Traineeships Your report needs to include the following - Introduction- Conclusion - Titles and subheadings - A reference list **Part 2 Power point Presentation (10 Marks)**You are to research the following workplace environments and ***describe*** the attributes of the environment. Your presentation should cover the following workplace environments:- Retail environment- Office environment- Construction site environment- Police force environmentFor each environment, you need to: - Name of workplace environment- Features and characteristics of the environment- At least one picture of the environment**Part 3 Publisher Poster (10 Marks)**You are to design an A4 poster ***describing*** the benefits of obtaining a TAFE qualification in trades or service skills. |
| **ASSESSMENT CRITERIA:*** Part 1 report should be presented in a word document and be approximately 500 words. Students are to use the scaffold provided to complete this part.
* Part 2 should be presented in a power point presentation and should be approximately 5 slides. You should include images in your presentation.
* For Part 3, you are to create an A4 poster using Microsoft publisher to highlight the benefits of obtaining TAFE qualifications of skills. You should include images in your poster.
* Demonstrating proficiency in a variety of Microsoft Office software.
* Clearly address all the three sections at the suggested minimum standard.
* The report needs to be uploaded onto Canvas in the assessment section.
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|  **ASSESSMENT MARKING CRITERIA** |
| **Part A Report** | **Mark** | **Grade** |
| Outstanding research and ***examination*** of a variety of employment options for future school leavers. *The student clearly identifies and describes each type of employment, detailing the benefits and drawbacks.*  | 9-10 | A |
| Thorough research and ***examination*** of a variety of employment options for future school leavers. *The student identifies and describes each type of employment, detailing the benefits and drawbacks. Although aspects of the examination are incomplete or incorrect.*  | 8-7 | B |
| Sound research and ***examination*** of employment options for future school leavers. *The student identifies and describes most types of employment options, outlining the benefits and drawbacks. Although some aspects of the examination are incomplete or incorrect.* | 5-6 | C |
| Basic research and ***examination*** of employment options for future school leavers. *The student identifies and describes many types of employment options, outlining the benefits and drawbacks. Although many aspects of the examination are incomplete or incorrect.* | 3-4 | D |
| Limited research and ***examination*** of employment options for future school leavers. *The student identifies and attempts to describe some types of employment options including benefits and drawbacks. Although most aspects of the examination are incomplete or incorrect.* | 1-2 | E |

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|  **ASSESSMENT MARKING CRITERIA** |
| **Part 2 Power point Presentation (10 Marks)** | **Mark** | **Grade** |
| Extensive **description** of the workplace environments. *The student clearly identifies and outlines the features and characteristics of each workplace environment, communicating through the use of technology.*  | 9-10 | A |
| Thorough **description** of the workplace environments. *The student identifies and outlines the features and characteristics of each workplace environment, communicating through the use of technology. Although aspects of the description and presentation are incomplete or incorrect.*  | 7-8 | B |
| Sound **description** of the workplace environments. *The student identifies and outlines the features and characteristics of most of the workplace environments, communicating through the use of technology. Although some aspects of the description and presentation are incomplete or incorrect.*  | 5-6 | C |
| Basic **description** of the workplace environments. *The student identifies and outlines the features and characteristics of many of the workplace environments, communicating through the use of technology. Although many aspects of the description and presentation are incomplete or incorrect.*  | 3-4 | D |
| Limited **description** of the workplace environments. *The student identifies and attempts to outline the features and characteristics of many of the workplace environments, communicating through the use of technology. Although most aspects of the description and presentation are incomplete or incorrect.*  | 1-2 | E |

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|  **ASSESSMENT MARKING CRITERIA** |
| **Part 3 Publisher Poster (10 Marks)** | **Mark** | **Grade** |
| Outstanding design of an A4 poster, **describing** the benefits of obtaining a TAFE qualification in trades or service skills. *The student clearly identifies and outlines a variety of benefits of obtaining a TAFE qualification, communicating through the use of technology.*  | 9-10 | A |
| Thorough design of an A4 poster, **describing** the benefits of obtaining a TAFE qualification in trades or service skills. *The student identifies and outlines a variety of benefits of obtaining a TAFE qualification, communicating through the use of technology. Although aspects of the description are incorrect or incomplete.*  | 7-8 | B |
| Sound design of an A4 poster, **describing** the benefits of obtaining a TAFE qualification in trades or service skills. *The student identifies and outlines most benefits of obtaining a TAFE qualification, communicating through the use of technology. Although some aspects of the description are incorrect or incomplete.* |  5-6  | C |
| Basic design of an A4 poster, **describing** the benefits of obtaining a TAFE qualification in trades or service skills. *The student identifies and outlines many benefits of obtaining a TAFE qualification, communicating through the use of technology. Although many aspects of the description are incorrect or incomplete.* | 3-4 | D |
| Limited design of an A4 poster, **describing** the benefits of obtaining a TAFE qualification in trades or service skills. *The student identifies and attempts to outline some benefits of obtaining a TAFE qualification, communicating through the use of technology. Although most aspects of the description are incorrect or incomplete.* | 1-2 | E |

**Part 1 - Report: Options for Future Employment**

**Introduction**

50 words summarising what is to be written in the report (best to be done at the end)

**Full-Time Employment**

3-4 sentences on the attributes of full-time employment, including

• Number of hours worked

• Paid sick and annual leave

• Guarantee of hours

3-4 sentences on the benefits and drawbacks of full-time employment

• Two benefits are ….

• Two drawbacks are …

**Part-Time Employment Whilst Studying**

3-4 sentences on the attributes of part-time employment, including

• Number of hours worked

• Paid sick and annual leave

• Guarantee of hours

3-4 sentences on the benefits and drawbacks of part-time employment

• Two benefits are ….

• Two drawbacks are …

**Apprenticeships**

3-4 sentences on the attributes of apprenticeships, including

• Number of hours worked

• Industries involved

• Pay rates

• Annual and sick leave

3-4 sentences on the benefits and drawbacks of apprenticeships

• Two benefits are ….

• Two drawbacks are …

**Traineeships**

3-4 sentences on the attributes of traineeships, including

• Number of hours worked

• Industries involved

• Pay rates

• Annual and sick leave

3-4 sentences on the benefits and drawbacks of traineeships

• Two benefits are ….

• Two drawbacks are …