Work Studies Assessment Task, 2023

|  |  |
| --- | --- |
| **TOPIC**: Workplace Communication  | **MARKS:** /30 |
| **SUBMISSION REQUIREMENTS:** Week 9, Friday 23rd JuneThe test will be done in class on **CANVAS**.  | **WEIGHTING:**  30% |
| **OUTCOMES TO BE ASSESSED:**2. examines different types of work and skills for employment 6. applies self-management and teamwork skills 4. assesses pathways for further education, training and life planning |
| **DIRECTIONAL VERBS:**Examine - Inquire into Apply - Use, utilise, employ in a particular situation Assess - Make a judgement of value, quality, outcomes, results or size |
| **TASK DESCRIPTION:***The test is worth a total of 30 marks and you will have 50 minutes to complete it. The test will be structured as follows:* *Section 1 - Multiple choice questions /20* *Section 2 - True or False /10**Total /30* |
| **ASSESSMENT CRITERIA:**This examination will assess content taught throughout the semester, from the following topic;- What is communication - Getting Organised for Work - Communication barriers when - Communication styles- Workplace Behaviours  |

|  |
| --- |
|  **ASSESSMENT MARKING CRITERIA**  |
| 2. **examines** different types of work and skills for employment  6. **applies** self-management and teamwork skills 4. **assesses** pathways for further education, training and life planning  | **Mark**  | **Grade**  |
| The student extensively **examines** different types of work and skills for employment by **applying** knowledge of self-management and teamwork skills in a sophisticated way. This response extensively **assesses** pathways for further education, training and life planning. The student has produced a response which effectively **outlines** strategies for good communication within the workplace.   | **20-17**  | **A**  |
| The student thoroughly **examines** different types of work and skills for employment by **applying** knowledge of self-management and teamwork skills in an accurate way. This response **assesses** pathways for further education, training and life planning. The student has produced a response which accurately **outlines** strategies for good communication within the workplace.   | **16-14**  | **B**  |
| The student **examines** different types of work and skills for employment by **applying** knowledge of self-management and teamwork skills in an accurate way. This response attempts to **assess** pathways for further education, training and life planning. The student has produced a response which attempts to **outline** strategies for communication within the workplace.   | **13-10**  | **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 **assess** pathways for further education, training and life planning. The student has produced a response which may or may not incorporate strategies for communication within the workplace.   | **9-6**  | **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 **assess** pathways for further education, training and life planning. The student has produced a response which does not **outline** strategies for communication within the workplace.   | **5-1**  | **E**  |