Work Studies Assessment Task, 2023

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| **TOPIC**: Workplace Communication | **MARKS:** /30 |
| **SUBMISSION REQUIREMENTS:**  Week 9, Friday 23rd June  The 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 | |

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| **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** |