

## Assessment outline

### Career and Enterprise – Foundation Year 11 2022.

#### Unit 1

Assessment type	Assessment type weighting	Assessment task weighting	When	Assessment task
Investigation	30%	30%	Semester 1 Week 12	<b>Task 5:</b> 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
Production/ performance	20%	10%	Semester 1 Week 7	<b>Task 3:</b> Types of work – define the different types of work and work settings and perform an oral presentation explaining these and outlining personal preference
		10%	Semester 1 Week 9	<b>Task 4:</b> Workplace communication – note-taking from a phone message
Individual pathway plan/career portfolio	30%	30%	Semester 1 Week 5	<b>Task 2:</b> Individual pathway plan – create or update own IPP including personal skills, attributes, values and interests
Response	20%	10%	Semester 1 Week 2	<b>Task 1:</b> TACKS – a series of questions based on own suitability for a particular job
		10%	Semester 1 Week 15	<b>Task 6:</b> WorkSafe SmartMove General module – complete the WorkSafe SmartMove General module from the WorkSafe SmartMove website
<b>Total</b>	<b>100%</b>	<b>100%</b>		

## Assessment outline

### Career and Enterprise – Foundation Year 11 2022.

#### Unit 2

Assessment type	Assessment type weighting	Assessment task weighting	When	Assessment task
Investigation	30%	30%	Semester 2 Week 9	<b>Task 8:</b> 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	<b>Task 3:</b> 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	<b>Task 4:</b> Workplace communication – note-taking from a phone message
		10%	Semester 2 Week 5	<b>Task 7:</b> 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%	15%	Semester 1 Week 5	<b>Task 2:</b> Individual pathway plan – create or update own IPP including personal skills, attributes, values and interests
		15%	Semester 2 Week 14	<b>Task 10:</b> Career portfolio – create/review own career portfolio
Response	20%	5%	Semester 1 Week 2	<b>Task 1:</b> TACKS – a series of questions based on own suitability for a particular job
		5%	Semester 1 Week 15	<b>Task 6:</b> WorkSafe SmartMove General module – complete the WorkSafe SmartMove General module from the WorkSafe SmartMove website
		10%	Semester 2 Week 11	<b>Task 9:</b> Pay calculations – a series of questions based on stimulus material
<b>Total</b>	<b>100%</b>	<b>100%</b>		