



ORANGE HIGH SCHOOL

ASSESSMENT TASK NOTIFICATION

Subject	Work Studies
Topic	Managing Work-Life Balance
Class Teacher	Sutherland
Head Teacher	Paine
Year	12
Date Given	Week 3
Date Due	Friday Week 5
Weighting	25%

Assessment Outline

It can be difficult to manage the commitments you have to school, with a job and regular life. Sometimes you are faced with challenges such as how to prioritize the commitments and best manage your time. This task will have you considering the various commitments you will have throughout your life and strategies in which to best accomplish those duties.

INSTRUCTIONS

Instructions are on the following pages.

OUTCOMES ASSESSED

- Outcome 3 – analysis employment options and strategies for career employment
- Outcome 5 – communicates and uses technology effectively
- Outcome 6 – applies self-management skills
- Outcome 8 – assesses influences on people's working lives

Penalties:

If you know you are going to be away you must make alternative arrangements with your teacher beforehand. If you are away on the day you must contact your teacher on your return to school.

Documentation will be required in both cases.

Failure to follow the above procedures may result in a zero award.

Please Note: that plagiarism, the using of the work of others without acknowledgement, will incur serious penalties and may result in zero award. Any cheating will also incur penalties.

Assessment Task Instructions

Part 1 – Graphs: In this section you are to recreate the graphs as seen below. You then fill the graphs with your ideas and thoughts, based on the descriptions below. The quality and quantity of the information you place in the graphs will be important for next steps. Short sentences or point form would be appropriate.

Graph 1: EARLY LIFE - Considering your current School and Life Commitments

For this graph, you are considering the commitments that would be typical for someone your age and still going through High School. This should be the easiest graph because it's your life right now. Pair one current school commitment with one life commitment and propose one management strategy that could assist in achieving both commitments.

School Commitment	Life Commitment	Management Strategy
1.	1.	1.
2.	2.	2.
3.	3.	3.

Graph 2: MIDDLE LIFE – Predicting the commitments of your life two decades from now

For this graph, you will be considering the work duties you may have 20 years from now. This will take a little bit of prediction & guessing. Think of how your life may be different when you're in your mid-30's. You may have a career, maybe children, perhaps a spouse. Pair one future work commitment with one future life commitment and propose one management strategy that could assist in achieving both commitments.

Work Commitment	Life Commitment	Management Strategy
1.	1.	1.
2.	2.	2.
3.	3.	3.

Graphs Marking Rubric

Outstanding 18-20	<ul style="list-style-type: none"> • graphs contain all realistic, detailed and thorough school/work/life commitments • management strategies for commitments are expertly explained and implementable • information is organized to a high quality degree
High 14-17	<ul style="list-style-type: none"> • graphs contain mostly realistic school/work/life commitments • management strategies are mostly explained and reasonably implementable • information is well organized
Sound 9-13	<ul style="list-style-type: none"> • graphs contain some detailed and thorough school/work/life commitments • management strategies are somewhat explained and potentially implementable • information is partially organized but could be improved
Basic 4-8	<ul style="list-style-type: none"> • graphs contain few realistic school/work/life commitments • management strategies are poorly explained and probably not implementable • a lack of organization of information
Limited 0-3	<ul style="list-style-type: none"> • graphs contain no school/work/life commitments • management strategies are not explained and have no real-life implementation value • poor organization of the information or the graph

Part 2 – Extended Response: In this section you will be taking the information you have compiled from your graphs to create a written response on managing life commitments. An introduction, three body paragraphs and a conclusion are required. Proper spelling, grammar and formatting is important. Between 500 to 1,000 words would be reasonable. The response is further scaffolded below.

Introduction: Use this paragraph to introduce the general topic of commitment management. Speak to the importance of using time well to accomplish goals. Describe the need to plan and prioritize your objectives. Briefly introduce the three topics that will further be discussed in the three body paragraphs.

Paragraph 1 – Early Life Commitments: In this paragraph, you will be going into more detail regarding the three school and life commitments in your graph. Be descriptive and specific. Discuss how some of these commitments may clash with each other, forcing you to make difficult decisions. Save the management strategies for a later paragraph.

Paragraph 2 – Middle Life Commitments: This paragraph is similar to the previous one, except that you are considering how your commitments may change by your mid-30’s. Go into detail about the three work and life commitments you may have in the future (using the graph). Make the focus of this paragraph about the change in your future commitments.

Paragraph 3 – Management Strategies: Here, you will discuss the management strategies in your current and future graphs. The strategies for your current and mid-life are included in this paragraph. Describe the management strategies in chronological order, from current to future. The focus of this paragraph is to evaluate how your strategies assist in managing commitments between school, work, and life.

Conclusion: Wrap up everything you have discussed. Provide a quick overview of your current and future commitments and management strategies. Mention the importance of planning ahead and prioritizing commitments.

Long Response Marking Rubric

Outstanding 26-30	<ul style="list-style-type: none"> • spelling, grammar and formatting is to an outstanding quality • Introduction and conclusion are thorough, detailed and expertly crafted • Life and work commitments are described in great detail with examples and specifics • Management strategies are highly developed and realistically implementable
High 20-25	<ul style="list-style-type: none"> • spelling, grammar and formatting is to a high quality • Introduction and conclusion are strong and detailed • Life and work commitments are described in detail with perhaps some examples • Management strategies are developed and potentially implementable
Sound 13-19	<ul style="list-style-type: none"> • spelling, grammar and formatting is to a reasonable quality • Introduction and conclusion are present but could have more detail • Life and work commitments have some detail with one or two examples • Management strategies are somewhat developed and possibly implementable
Basic 6-12	<ul style="list-style-type: none"> • spelling, grammar and formatting is to a basic quality • Introduction and conclusion are brief and lack detail • Life and work commitments lack descriptive examples • Management strategies are underdeveloped but probably not implementable
Limited 0-5	<ul style="list-style-type: none"> • spelling, grammar and formatting is poor • Introduction and conclusion are not present or poor • Life and work commitments and management strategies are not discussed