

## Year 11 Assessment Task – Term 1

<b>Faculty: ENGLISH</b>	<b>Subject: Achieving through English</b>	<b>Topic: Job Application</b>
<b>Teacher: Miss Gash &amp; Mr Boyle</b>	<b>Student:</b>	
<b>Task Description:</b> <p>You need to apply for <b>one</b> of the two job vacancies that your teacher has given you. There are <b>three (3) parts</b> to this assessment task.</p> <p>Part 1 - Students will need to submit both a cover letter and a resume for the job vacancy. These documents should align with the desired selection criteria for the position.</p> <p>Part 2 - Students will then sit a five minute mock interview that will be conducted by your teachers. Students will need to present the skills and qualities that make them the most suitable applicant for the job. They will also need to present themselves appropriately (attire, attitude, language choice.)</p> <p>Part 3 - Once feedback is given on the application, students will need to write a reflection statement on their strengths, weaknesses and areas to improve.</p>		
<b>Date Given: Monday Week 6 (4/3/19)</b>	<b>Date of Completion: Monday Week 10 (4/4/19)</b>	
<b>Weighting: 35%</b>		
<b>Task Guidelines:</b> <ul style="list-style-type: none"><li>• All students will attend their interview during class in Week 10.</li><li>• All students <b>MUST</b> submit their job application to the library by 8:55am of Monday 4/4/19</li><li>• All students will complete the written reflection by the end of Week 10.</li></ul>		
<b>Outcomes to be addressed:</b> ES11-3, ES11-9, ES11-10.		
<b>Related Life Skills outcomes:</b> ENLS6-5, ENLS6-11, ENLS6-12		
<b>Penalties:</b> <ul style="list-style-type: none"><li>• Zero will be awarded if the task is not submitted on the due date (Monday 4/4/19), before 8:55am, in the school library.</li><li>• All work submitted must be an original text. Any texts that are plagiarized will be given a zero mark. Refer to the BOS "All My Own Work" guidelines for advice.</li><li>• Late submissions will be awarded a zero unless appropriate illness/misadventure documentation is completed.</li></ul>		

<b>Cover Letter Marking Criteria</b>	5 Sophist icated	4 High	3 Sound	2 Limite -d	1 Basic	Comments
<b>Content</b> Selects relevant and significant experiences and information that aligns with the job criteria.						
<b>Structure</b> Organises and formats relevant information according to a clear, cover letter structure.						
<b>Language accuracy</b> Accurately employs grammar, spelling and vocabulary.						
<b>Language Choice</b> Uses register, technical language and word choices to enhance the appropriateness of the application.						

<b>Resume Marking Criteria:</b>	5 Sophist icated	4 High	3 Sound	2 Limite -d	1 Basic	Comments
<b>Content</b> Selects relevant and significant experiences and information that aligns with the job criteria.						
<b>Structure</b> Organises and formats relevant information according to a clear, resume structure.						
<b>Language accuracy</b> Accurately employs grammar, spelling and vocabulary.						
<b>Language Choice</b> Uses register, technical language and word choices to enhance the appropriateness of the application.						

<b>Interview Marking Criteria</b>	5 Sophist icated	4 High	3 Sound	2 Limite -d	1 Basic	Comments
<b>Content</b> Selects relevant and significant experiences and information that addresses the questions.						
<b>Delivery</b> Responds to questions in an appropriate style with precision and fluency.						
<b>Personal Presentation</b> Demonstrates confidence, approachability and professionalism through tone of voice, gesture and posture.						
<b>Attire</b> Presents in appropriate interview attire.						

<b>Reflection Marking Criteria</b>	5 Sophist icated	4 High	3 Sound	2 Limite -d	1 Basic	Comments
<b>Learning reflection</b> Reflects on own learning to identify strengths and weaknesses.						
<b>Feedback engagement</b> Engages with feedback and responds by setting future goals.						
<b>Language accuracy</b> Accurately employs grammar, spelling and vocabulary.						



## Junior Weekend Receptionist

Ray White Birkdale requires a Junior Weekend Receptionist to assist their busy Sales & Property Management office on Saturdays from 9:00am - 2:00pm and some public holidays.

Duties will include:

- Answering and directing phone calls with a pleasant and professional manner
- General office cleaning
- Assisting to sales team requirements
- Data entry
- Plus a broad range of adhoc duties as they arise

The Successful Candidate must have:

- An outgoing personality
- Excellent communication skills
- Present in a professional manner
- Good computing skills
- Be able to work as a team and as an individual when required

This is an ideal position for the junior professional that is looking to start their career with a professional and established office. No experience is required but any office based experience will be well regarded.

Please forward your resume with a covering letter to [andrew.south@raywhite.com](mailto:andrew.south@raywhite.com).

## Advertisement 2

### Apprentice Carpenter

- **Immediate Start**
- **Work-Life Balance working hours**
- **Great Working Culture**
- **Mentoring and Support**

### The Company:

We are a highly reputable, high-end residential construction company looking for an apprentice carpenter to join our team.

We specialise in bespoke high-end luxury architectural projects of value \$1 million - \$20 million based in the Bayside and inner Eastern/South Eastern suburbs of Melbourne.

### The Role:

Your apprenticeship is the start of a professional career.

We are looking for a young and highly motivated individual to thrive within our company.

Applicants must have a good work ethic, eager to learn and have a car and licence.

The successful applicant will be given the opportunity to expand their current skillset and gain exposure to all facets of the carpentry trade. All while working towards and completing your apprenticeship.

- Full time opportunity
- Gain a Certificate III qualification
- Earn while you learn on the job
- Learn skills valuable to any business

We offer secure, full time and immediate role to work on great projects scope and opportunity to develop and learn under the mentorship of the director. This is an exciting opportunity for you to play a vital role in the build and delivery of interesting and challenging projects, within a positive, energetic team environment.

### Benefits

The apprentice will be taught by a master builder with over 30 years' experience, have the benefit of working with a small team of tradies, so you won't get lost in the system.

### About you:

- Completed Year 10
- Drivers licence & reliable vehicle
- CI Card (White Card) (or be willing to obtain prior to starting)
- Domestic building experience / exposure to a jobsite
- Willing to travel to various sites
- Must be 17 to 21 year old

### Remuneration:

We offer standard apprentice remuneration.

### More Information or to Apply:

If you wish to learn more about this opportunity, we would love to hear from you! Please send a cover letter and resume to [sampson.bridge@bespokebuilding.com.au](mailto:sampson.bridge@bespokebuilding.com.au).