



ORANGE HIGH SCHOOL

ASSESSMENT TASK NOTIFICATION

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| Subject | English Studies |
| Topic | Achieving through English |
| Class Teachers | Mr Boyle and Miss Velk |
| Head Teacher | Mrs Macdonald |
| Year | 11 |
| Date Given | 20.2.20 (week 4) |
| Date Due | 16.3.20 (week 8) |
| Weighting | 35% |

Task Description:

There are **three (3) parts** to this assessment task.

Part 1 – Students are required to submit a **resume** and a **cover letter** in response to **one** of the job advertisements provided. Both documents should align with the selection criteria and outline the student's suitability for the position.

Part 2 - Students are required to sit a five minute **mock interview** that will be conducted by the teachers. Students will need to appropriately present themselves (attire, attitude and language choice) and the skills and qualities that make them the most suitable applicant for the job.

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.

Task Guidelines:

- All students will attend their interview during class in Week 10.
- All students **MUST** submit their job application to the library by 8:55am of Monday 16/3/20
- All students will complete the written reflection by the end of Week 10 (3/4/20).

Outcomes to be addressed:

ES11-1, ES11-8, ES11-10.

Related Life Skills outcomes:

ENLS6-5, ENLS6-11, ENLS6-12

Penalties:

- Zero will be awarded if the task is not submitted on the due date (Monday 1/4/19), before 8:55am, in the school library.
- 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.
- Late submissions will be awarded a zero unless appropriate illness/misadventure documentation is completed.



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|------------------------|---|
| Job Title | Travel Sales Consultant |
| Company | Flight Centre |
| Job No. | 506632 |
| Work Type | Full Time |
| Categories | Leisure Travel & Retail |
| Job Description | <p>Join others like you, who simply love travel If you have a passion for travel and some experience in retail, hospitality, sales or customer service, then you'll fit right in as a Travel Sales Consultant at Flight Centre. Join other like-minded travel enthusiasts and get paid to make people's travel dreams come to life.</p> <p>Have fun, enjoy a challenge and get rewarded As a full time travel sales consultant, you'll join a fun and savvy team that focuses on building great customer relationships and delivering exceptional service in order to sell flights, accommodation, cruises, tours and related travel products. Your success will be rewarded with a strong pay structure that includes a base salary and uncapped commission.</p> <p>Work life balance where it counts You'll be placed in a store that is as close as possible to home in order to minimise your travel time. You'll also benefit from the variety and flexibility of a rotating roster across retail hours with weekends and evening work, and the perks of some days off during the week.</p> <p>A secure and diverse long-term career As one of the world's largest travel agent groups with more than 22,000 people worldwide (10,000 in Australia), you can look forward to job security and personal development including nationally recognised qualifications at no cost to you. We promote from within, which means that as a consultant you can work your way up and across the business - even across the globe! We also have industry leading training (including nationally recognised Cert III / IV training at no cost to you), so your skills and qualifications continue to develop as you progress.</p> <p>Experience that counts If you've worked as a Retail Sales / Retail Assistant, Sales Assistant / Sales Rep / Salesperson / Sales Consultant, Restaurant Waiter / Waitress / Waitperson, Hospitality / Bartender you probably have skills that are suited to the role.</p> |
| Apply now | Send resume and cover letter to amy.brown@flightcentre.com.au |

Advertisement 2



| | |
|------------------------|--|
| Job Title | Apprentice Cabinet Makers – 1 st , 2 nd & 3 rd Year |
| Company | Elite Kitchens |
| Job No. | 601800 |
| Work Type | Full Time Apprenticeship |
| Categories | Furniture and Cabinetry |
| Job Description | <p>Elite Kitchens Orange specialise in all aspects of residential, commercial and custom made joinery.</p> <p>We are currently looking for hardworking, motivated and reliable candidates to join our team in Orange. As a cabinet maker, you will complete a 4 year apprenticeship.</p> |
| Duties | <ul style="list-style-type: none"> • Assembling and installing cabinetry • Using machinery including hand power tools, edgebander and saw • Learning to interpret drawings, plans and specifications |
| Benefits | <ul style="list-style-type: none"> • Paid apprenticeship • Full time hours • Paid weekly • On the job training |
| Requirements | <ul style="list-style-type: none"> • Current driver’s license and own transport (preferred) • General induction card (white card) • High School (Year 9-11) (preferred) • Basic tools • 4 year commitment |
| Apply now | Send resume and cover letter to jack.white@elitekitchens.com.au |

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

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

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

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