

JUNIOR ASSESSMENT PROGRAM

Faculty: HSIE	Subject: Work Studies	Topic: Work Experience Presentation
Teacher: Mr. Sutherland		Student:
<p>Task Description: Assessment Task 3 <u>Topic : Work Experience</u> You will be presenting to the class a work or volunteer experience you have had or alternatively be sharing your thoughts of the Verto Excursion. You will also be distributing a handout that will be a part of your presentation.</p>		
<p>Outcomes/Content Assessed:</p> <ul style="list-style-type: none"> • 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 		
<p>Weighting(s): 40% This activity contributes to your semester report.</p>		
<p>Date Given: Week 1, Term 3, 2017</p>	<p>Date of Completion: Week 3, Term 3, 2017</p> <p>This task is submitted on the day you present, which will be occur over 2 to 3 days in Week 3. The presentation order will be randomized so be ready on the 1st day.</p>	
<p>Task Guidelines: (steps/marking scale/grid)</p> <p>Refer to attached sheet.</p>		
<p>Penalties:</p> <p>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.</p>		
<p>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.</p>		

Assessment Task Instructions

The Basics: This assessment task will be in two parts. The first part is a powerpoint on one of three optional topics, which will be outlined below. The second part is a handout that will be distributed to everyone which complements the powerpoint.

Part 1 – Presentation: There are three options in which to base your presentation. CHOOSE ONE.

Option 1: Personal Work Experience

- In this option you are going to present about a paid work experience you have had in your life. This could be a single event, a current ongoing job or a job from the past, but you did get paid for your services.
- This section must be chosen first if you do have working experience.

- Break your powerpoint into these five sections, each lasting about 2 minutes, 10 minutes total.

Section 1: How you heard of the job. How you got the job. The interview. Your training. Your first day.

Section 2: Description of the job itself. Your responsibilities. Your work schedule. The environment.

Section 3: Experience working with others. Interacting with the boss. Examples of teamwork.

Section 4: Difficulties experiences. Lessons you've learned. Managing school and work schedules. Future.

Section 5: Create one question to pose to the class. Can be on anything about work. We then debate.

Option 2: Volunteering Experience

- This option will give you the opportunity to share an experience you had volunteering in some capacity.
- Whether it was for a person (friends, parents) or an organisation (school, charity) you will be recalling this experience when you provided your time but did not get paid for it.

- This section is only chosen if you've never experienced paid work before.

- Break your powerpoint into these five sections, each lasting about 2 minutes, 10 minutes total.

Section 1: How you heard of the opportunity. How you got involved. Why you joined the effort.

Section 2: Description of what you actually did. The environment it happened in. How long it lasted.

Section 3: Experience working with others. Examples of teamwork. Friendships you made.

Section 4: Difficulties experiences. Lessons you've learned. What you foresee in the future.

Section 5: Create one question to pose to the class. Can be on anything about work. We then debate.

Option 3: Verto Excursion Experience

- This section will be about sharing your thoughts and experiences from the Verto Excursion plus more.

- If you have no working or volunteer experience you must do this section. Do section 1 or 2 if you can.

- Break your presentation into these five sections, each lasting about 2 minutes, 10 minutes total.

Section 1: Did you enjoy excursion and why. What you learned. Would you recommend them.

Section 2: Describe the services offered by Verto. How could they help you. How you could use services.

Section 3: Within school, experience working with others. Examples of teamwork. Group Projects.

Section 4: Importance of always planning ahead. Your career pathway plan. What the future holds.

Section 5: Create one question to pose to the class. Can be on anything about work. We then debate.

Part 2 – Handout to Distribute

The Handout: You will need to develop a document that can be distributed to supplement the powerpoint. People can read this to get a better understanding of what the powerpoint is sharing.

What it's about: The handout should be related to your powerpoint. It can take many forms, such as summary notes of what you will be presenting or a guide for the audience to follow as you present.

Length: Just one page (single or double sided) would be reasonable.

Suggestions: You could include examples of documents from your work, volunteer or Verto experience, such as a flyer or brochure. This isn't mandatory but would certainly improve your handout.

Format: The format is open, which means you can format your writing any way you like. The use of titles, underlining, bolding and various font sizes could definitely add to your handout's organisation. If you wished to organize it in the same five sections that the presentation is organized, that would be fine.

Handout Marking Rubric

Outstanding 9-10	<ul style="list-style-type: none">• the handout is completely related to the topic of the presentation• the handout greatly enhances the presentation by being a very useful document• the level of organisation and formatting is excellent
High 7-8	<ul style="list-style-type: none">• the handout is mostly related to the topic of the presentation• the handout enhances the presentation by being a very useful document• the level of organisation and formatting is very good
Sound 4-6	<ul style="list-style-type: none">• the handout is somewhat related to the topic of the presentation• the handout partially enhances the presentation by being a reference• the level of organisation and formatting is satisfactory
Basic 2-3	<ul style="list-style-type: none">• the handout is mostly unrelated to the topic of the presentation• the handout does little to enhance the presentation• the level of organisation and formatting is developing
Limited 0-1	<ul style="list-style-type: none">• the handout is unrelated to the topic of the presentation• the handout does not enhance the presentation• the level of organisation and formatting is poor

Powerpoint Marking Rubric

Outstanding 26-30	<ul style="list-style-type: none"> • Describes in great detail their work/volunteer/Verto experiences • Explains with much context and depth experiences working with others and teamwork • An excellent analysis of lessons you've learned and forecast of your work future • Question developed to be posed to class for debate • Very well prepared
High 20-25	<ul style="list-style-type: none"> • Describes in detail their work/volunteer/Verto experiences • Explains with some context and depth experiences working with others and teamwork • An good analysis of lessons you've learned and forecast of your work future • Question developed to be posed to class for debate • Prepared reasonably
Sound 13-19	<ul style="list-style-type: none"> • Describes with some detail their work/volunteer/Verto experiences • Describes with some context and depth experiences working with others and teamwork • Initial analysis of lessons you've learned and short forecast of your work future • Question may be developed to be posed to class for debate • Partially prepared
Basic 6-12	<ul style="list-style-type: none"> • Provided little detail of their work/volunteer/Verto experiences • Little context and depth provided for experiences working with others and teamwork • Basic analysis of lessons you've learned and forecast of your work future • Question not developed to be posed to class for debate • Little prepared
Limited 0-5	<ul style="list-style-type: none"> • Provided no detail of their work/volunteer/Verto experiences • No meaningful context or depth provided for experiences working with others • No analysis of lessons you've learned and limited forecast of your work future • Question not developed to be posed to class for debate • Not really prepared



ORANGE HIGH SCHOOL

ASSESSMENT TASK NOTIFICATION

Subject	Work Studies
Topic	Work / Volunteer / VERTO Experience
Class Teacher	Sutherland
Head Teacher	Paine
Year	11
Date Given	Tuesday April 20 th 2021
Date Due	Friday May 7 th 2021
Weighting	25%

Task Description: Assessment Task 2

You will be creating a powerpoint on a work or volunteer experience you have had in your life or alternatively be sharing your thoughts of the VERTO Excursion in Week 2 Term 2. You will also be distributing a handout that will supplement the powerpoint.

Outcomes/Content 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 or Mr Paine on your return to school. Documentation will be required in both cases.

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