# PICTON HIGH SCHOOL
## Creating Opportunities Achieving Success

## YEAR 12 HSC WORK STUDIES

## Task 1: Research Task

| **Due Date:** Wednesday 13th March 2019- 3.20pm –Week 7 Term 1 | **Assessment Name:** Preparing Job Applications |
|---|---|
| **Mark:  /30** | **Weighting:** 30% |

**SYLLABUS OUTCOMES TO BE ASSESSED:**
H1- **Investigates** a range of work environments
H5- Communicates and uses technology effectively
H8- **Assesses** influences on people's working lives
H9- **Evaluates** personal and social influences on individuals and groups

**DIRECTIVES TO BE ASSESSED:**
**Investigates-**Looks into
**Assesses**- Make a judgement of value, quality, outcomes, results or size
**Evaluates**- Make a judgement based on criteria; determine the value of

**TASK DESCRIPTION:**
**You are the Human Resource Manager for a large Hospitality company. You need to employ more staff for your Melbourne office. You need to select one of the following jobs: Accountant, Chef or  Restaurant Manager  and complete the following:**
1. Write a job advertisement for the selected job to be published online on the website seek.com, and include the following: ( you will need to investigate other advertised jobs in these areas for information)
   a). Payment for work
   b). Superannuation
   c). Leave provisions

2. Provide a personal profile of a fictional person assessing why they are suitable for the job being advertised and include the following:
   a). Age, Gender, Location
   b). Experience
   c). Family Commitments and Lifestyle

3. Write a resume for the fictional person that applies for the job listed, including the following:
   a). Cover letter
   b). Resume

**ASSESSMENT CRITERIA AND CHECKLIST:**
You will be assessed on your ability to:
- Use technology effectively to type the following-
- Create a job advertisement covering all listed information
- Write a fictional personal profile assessing the suitability of the person for the job
- Resume written for the job advertisement

**Check your assessment booklet for the PHS Assessment Policy**

# MARKING GUIDELINES

| Guideline | Mark/Grade |
|---|---|
| - **Investigates** comprehensively different types of work and skills for employment<br>- Clear and precise research task using appropriate software that contains sub headings, dot points and paragraphs<br>- **Assesses** in detail influences on people's working lives<br>- **Evaluates** in detail personal and social influences on individuals and groups | 26-30 |
| - **Investigates** in detail different types of work and skills for employment<br>- Clear and precise research task using appropriate software that lacks formatting requirements<br>- **Assesses** in some detail influences on people's working lives<br>- **Evaluates** in some detail personal and social influences on individuals and groups | 21-25 |
| - **Investigates** different types of work and skills for employment<br>- Submits research task response using appropriate software<br>- **Assesses** in limited detail influences on people's working lives<br>- **Evaluates** in limited detail personal and social influences on individuals and groups | 15-20 |
| - **Lists** different types of work and skills for employment<br>- Submits research task response not using appropriate software<br>- **Assesses** basic influences on people's working lives<br>- **Evaluates** basic personal and social influences on individuals and groups | 8-14 |
| - Submits brief response<br>- Lists influences on people's working lives<br>- Lists personal and social influences on individuals and groups | 0-7 |