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| **YEAR LEVEL** | **12** | **SUBJECT** | **Industry Connections** |
| **UNIT / ASSESSMENT** | **Portfolio of Work Skills** |
| **DATE GIVEN** |  | **DATE DUE** |  |

**ASSESSMENT TASK – Work Documents – Employment Ready**

**LEARNING REQUIREMENTS**

Students will:

*
* develop knowledge, skills, and understanding of concepts related to an industry focus
* develop one or more SACE capabilities
* plan, explore and develop strategies to undertake an industry project
* communicate ideas and insights, solve problems, make decisions, and reflect on personal learning.

**TASK DESCRIPTION**

To adequately prepare for work in their chosen industry, students investigate what documentation is essential, desired or recommended when applying for work or training in their chosen industry. This may include:

* Aptitude Testing
* ePortfolio
* Resume
* Cover Letter
* TFN
* academic transcripts
* Statements of attainment
* Work Experience Reports
* References
* Professional Social Media Presence
* Business Plan / Lean model

**ASSESSMENT CONDITIONS**

* Written or Multimodal response of up to a maximum of 1000 words or 6 minutes

Students collate and collect evidence and present their information in written or multimodal form.

Students must substantiate what has informed their understanding and collation of evidence

**Performance Standards - Stage 2 Industry Connections**

|  | Knowledge and Understanding | Application and Connection | Reflection and Consideration |
| --- | --- | --- | --- |
| A | **Comprehensive** development of specific knowledge and insightful understanding of concepts related to the selected industry focus.**Proficient** development of specific skills related to the selected industry focus. | Demonstration of **well-considered**, **relevant** connections between the industry project, a **range** of industry specific knowledge and skills, and one or more chosen capabilities.Demonstration of **focused** planning, organisation, and development of **clear** strategies to undertake the industry project.**Perceptive** connection of the benefits and future possibilities of the industry project to the industry and themselves. | **Critical** reflection on the development of knowledge, concepts, skills and new understandings related to the selected industry focus.**Critical** reflection on the development of planning, organisational, problem solving and decision-making skills through their industry project.**Insightful** consideration of the development of one or more SACE capabilities using evidence of actions taken. |
| B | **Thorough** development of specific knowledge and sound understanding of **some** concepts related to the selected industry focus.**Mostly proficient** development of **some** specific skills related to the selected industry focus. | Demonstration of **clear**, **relevant** connections between the industry project, industry specific knowledge and skills, and one or more chosen capabilities.Demonstration of **thoughtful** planning, and organisation to undertake the industry project.**Thoughtful** connection of the benefits and future possibilities of the industry project to the industry and themselves. | **Thoughtful** reflection on the development of knowledge, concepts, skills and new understandings related to the selected industry focus.**Thoughtful** reflection on the development of planning, organisational, problem solving and decision-making skills through their industry project.**Thoughtful** consideration of the development of one or more SACE capabilities using evidence of actions taken. |
| C | Development of **some** specific knowledge and **one or more** concepts related to the selected industry focus.Development of **one or more** skills related to the selected industry focus. | Demonstration of **some** **clear**, **relevant** connections between the industry project, industry specific knowledge and skills, and one or more chosen capabilities.Demonstration of **some** planning, and organisation to undertake the industry project.**Some** connection of the benefits and future possibilities of the industry project to the industry and themselves. | **Considered** reflection on the development of some knowledge, concepts, skills and new understandings related to the selected industry focus.**Considered** reflection on the development of planning, organisational, problem solving and decision-making skills through their industry project.**Some** consideration of the development of one or more SACE capabilities using evidence of actions taken. |
| D | Development of **some basic** knowledge and **basic** understanding of **one or more** concepts related to the selected industry focus.**Some** development of a **specific skill** related to the selected industry focus. | **Some** demonstration of **basic** connections between the industry project, **some** industry specific knowledge and skills, and one or more chosen capabilities.**Some** demonstration of **basic** planning, and organisation to undertake the industry project.**Basic** connection of the benefits and future possibilities of the industry project to the industry and/or themselves | **Basic description** of the development of some knowledge, concepts, skills and/or new understandings related to the selected industry focus.**Some** reflection on the development of basic planning, organisational, problem solving and decision-making skills through their industry project.**Basic** consideration of the development of one or more SACE capabilities using some evidence of actions taken. |
| E | **Limited** development of **some** knowledge and a concept related to the selected industry focus.**Limited** development of **a skill** related to the selected industry focus. | **Limited** demonstration of connections between the industry project, industry knowledge and skills, and one or more chosen capabilities.**Limited** demonstration of planning, and organisation to undertake the industry project.Attempted connection of a benefit and future possibility of the industry project to the industry and/or themselves | **Limited description** of the development of knowledge, and/or concepts, skills and/or new understandings related to the selected industry focus.**Some recount** on the development of planning, organisational, problem solving and decision-making skills through their industry project.**Limited** consideration of the development of one or more SACE capabilities using limited evidence of actions taken. |