



Curriculum
Council

SMALL BUSINESS MANAGEMENT & ENTERPRISE

(Year 12 E235)

Common Assessment Tasks

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SMALL BUSINESS MANAGEMENT AND ENTERPRISE

Guidelines for the Common Assessment Tasks

This package contains the requirements for the five Common Assessment Tasks in Year 12 Small Business Management and Enterprise.

The specific content of each task is to be determined by the school provider dependent upon the mode of delivery by the teacher.

Each task description is presented with the following headings:

1. Outcomes

From the outcomes in the Small Business Management and Enterprise Syllabus, the teacher has the flexibility to choose the outcomes to be assessed in each task. On completion of the subject, the student must have been provided with at least two opportunities to demonstrate achievement of each of the following outcomes:

- Outcome 1:** Reports on the impact of technology on small business.
- Outcome 2:** Evaluates health and safety practices in a variety of small business enterprises.
- Outcome 3:** Locates and uses suitable information to formulate decisions for small business enterprises.
- Outcome 4:** Demonstrates role flexibility within a project team.
- Outcome 5:** Uses appropriate technologies for small business.
- Outcome 6:** Explains the importance of small business to the economy.
- Outcome 7:** Develops a business plan.
- Outcome 8:** Establishes a small business enterprise.
- Outcome 9:** Practises the running of a small business.
- Outcome 10:** Reviews human resource issues in small business.

2. Task

The task to be completed.

3. Task Description

The Task Description outlines what requirements are necessary for the student to complete the task. In most cases, it provides guidelines for the teacher to ensure that the major focus of the task has been understood.

4. Task Parameters

The Task Parameters determine the context and conditions in which the task is to be carried out.

5. Authentication

This section relates to the requirements of the student and the teacher in ensuring the task has been completed by the student. It is important that the teacher is able to authenticate all work completed for assessment by the student.

6. Performance Criteria

Each outcome is assessed against a set of Performance Criteria to determine the level of student achievement.

SMALL BUSINESS MANAGEMENT AND ENTERPRISE

Common Assessment Framework

Task Number	Specified Outcomes	Task Description	Possible Activities and Content
One	*	Research Project	<ul style="list-style-type: none">• Brainstorm types of business.• Look at local industries - Charts/graphs of local industry types.
Two	*	Design Folio	<ul style="list-style-type: none">• Brainstorm components of a business plan.• Investigate information for a business plan.• Guest speaker from the Small Business Development Corporation.
Three	*	Group Project	<ul style="list-style-type: none">• As a team, select one business.• Research necessary documentation and systems.
Four	*	Major Project	<ul style="list-style-type: none">• Decide on roles and responsibilities.• Update all necessary documentation and records.• Evaluate business performance on a financial and personnel basis.
Five	*	Group Presentation	<ul style="list-style-type: none">• Access information from DOSHWA and debate.• Invite a guest speaker, e.g. School Occupational Health and Safety representative.

* **The teacher has the flexibility to choose which outcomes from the Small Business Management and Enterprise Syllabus are to be assessed in each task.**

NOTE: Several of the above tasks are linked so that material prepared for one task may be used in subsequent tasks.

Assessment Sheet

Name: _____

		Outcome									
Task	Task Description	1	2	3	4	5	6	7	8	9	10
One	Research Project										
Two	Design Folio										
Three	Group Project										
Four	Major Project										
Five	Group Presentation										
Final Outcome Achievement											

A total of five tasks form the entire assessment program for Year 12 Small Business Management and Enterprise. The outcomes chosen for each task must give students at least two opportunities during the subject to demonstrate their achievement of each outcome. All components must be covered at least once in the teaching/learning program. It is not necessary to cover all components each time an outcome is assessed.

Notes of Record of Performance

Enter the appropriate code (V, H, S or ND) to indicate the level of achievement of each outcome on each task.

- V = Very High Achievement
- H = High Achievement
- S = Satisfactory Achievement
- ND = Satisfactory Achievement not demonstrated
- = Outcome not related to this task

RATING PROCEDURE

The **final rating** achieved for each outcome is determined using the following guide. For all outcomes, a performance criteria of:

- V is attained when at least 50% of ratings are at a Very High level, and at least 50% of the remainder are at a High level or better.
- H is attained when at least 50% of ratings are at a High level or better, and at least 50% of the remainder are at a Satisfactory level or better.
- S is attained when at least 50% of ratings are at a Satisfactory level or better
- ND is attained when more than 50% of ratings are at a Not Demonstrated level.

GRADING COMBINATIONS

V	H	S	ND	GRADE
10	0	0	0	A
9	1	0	0	A
9	0	1	0	A
8	2	0	0	A
8	1	1	0	A
8	0	2	0	A
7	3	0	0	A
7	2	1	0	A
7	1	2	0	A
6	4	0	0	A
6	3	1	0	A
6	2	2	0	A
5	5	0	0	A
5	4	1	0	A
5	3	2	0	A

7	0	3	0	B
6	1	3	0	B
6	0	4	0	B
5	2	3	0	B
5	1	4	0	B
5	0	5	0	B
4	6	0	0	B
4	5	1	0	B
4	4	2	0	B
4	3	3	0	B
4	2	4	0	B
4	1	5	0	B
3	7	0	0	B
3	6	1	0	B
3	5	2	0	B
3	4	3	0	B
3	3	4	0	B
3	2	5	0	B

V	H	S	ND	GRADE
2	8	0	0	B
2	7	1	0	B
2	6	2	0	B
2	5	3	0	B
2	4	4	0	B
2	3	5	0	B
1	9	0	0	B
1	8	1	0	B
1	7	2	0	B
1	6	3	0	B
1	5	4	0	B
1	4	5	0	B
0	10	0	0	B
0	9	1	0	B
0	8	2	0	B
0	7	3	0	B
0	6	4	0	B
0	5	5	0	B

4	0	6	0	C
3	1	6	0	C
3	0	7	0	C
2	2	6	0	C
2	1	7	0	C
2	0	8	0	C
1	3	6	0	C
1	2	7	0	C
1	1	8	0	C
1	0	9	0	C
0	4	6	0	C
0	3	7	0	C
0	2	8	0	C
0	1	9	0	C
0	0	10	0	C

NOTE: A FINAL RATING OF “ND” FOR ANY OUTCOME WILL RESULT IN A GRADE OF “D” BEING AWARDED. WHERE THERE ARE MORE THAN 50% OF OUTCOMES WITH A FINAL RATING OF “ND” AN “E” GRADE IS AWARDED.

TASK 1

RESEARCH PROJECT

Curriculum Council requirements for this task are outlined below. Evidence must be provided to demonstrate student achievement of each of the selected outcomes.

1. *Specific Outcomes for Task 1*

The teacher has the flexibility to choose which outcomes from the Small Business Management and Enterprise Syllabus are to be assessed in this task.

2. *Task*

An individual research project into three small business opportunities.

3. *Task Description*

The task requires that the students submit the following work:

- Research notes into three different business
- A detailed analysis of the business researched
- Draft copies of final report design
- Presentation of final report
- Student self-evaluation.

4. *Task Parameters*

- A variety of presentation methods may be used.
- This task requires that students be given a project brief that incorporates the technology process.
- This task requires that students work individually.
- Teachers should ensure that students look at a range of small businesses.

Guidelines for parameters:

This is not a group project but some aspects of the task could be carried out by the group.

Emphasis may be placed on different types of small businesses - e.g. service, manufacture, retail, etc.

Teachers may direct the students in the early stages.

5. *Authentication*

- A variety of strategies should be used to monitor student achievement of outcomes during the time the task is being completed. These could include anecdotal records, student logs, interviews with students, checklists, etc.
- Students must provide specific details of all their investigative work.

6. *Performance Criteria*

Use the Performance Criteria in the Small Business Management and Enterprise Syllabus to rate student performance on each outcome to be assessed in this task.

TASK 2

DESIGN FOLIO

Curriculum Council requirements for this task are outlined below. Evidence must be provided to demonstrate student achievement of each of the selected outcomes.

1. *Specific Outcomes for Task 2*

The teacher has the flexibility to choose which outcomes from the Small Business Management and Enterprise Syllabus are to be assessed in this task.

2. *Task*

Produce a business plan for an existing or new business opportunity.

3. *Task Description*

The task requires that the student:

- submits a folio containing a completed business plan including:
 - market research
 - pricing structure
 - resources - e.g. human, financial, assets
- appropriately references all information
- submits all drafts.

4. *Task Parameters*

- This task requires that the student be given a project brief that incorporates the technology process.
- The task requires that the student works individually.

Guidelines for parameters:

This is not a group project but some aspects of the task could be carried out as a group activity.

5. *Authentication*

- A variety of strategies should be used to monitor student achievement of outcomes during the time the task is being completed. These could include anecdotal records, student logs, interviews with students, checklists, etc.
- Students must provide specific details of their work.

6. *Performance Criteria*

Use the Performance Criteria in the Small Business Management and Enterprise Syllabus to rate student performance on each outcome to be assessed in this task.

TASK 3

GROUP PROJECT

Curriculum Council requirements for this task are outlined below. Evidence must be provided to demonstrate student achievement of each of the selected outcomes.

1. *Specific Outcomes for Task 3*

The teacher has the flexibility to choose which outcomes from the Small Business Management and Enterprise Syllabus are to be assessed in this task.

2. *Task*

Select a small business and prepare all necessary documentation to commence operation.

3. *Task Description*

Based on the selected business plan, the task requires that the students:

- outline decision making processes and team responsibilities
- research and identify legal requirements to commence business
- create a business identity
- prepare stationery and documents required for business operation
- outline steps for business implementation
- prepare a production flow chart
- address human resources issues
- review team performance.

4. *Task Parameters*

- This task requires that the students be given a project brief that incorporates the technology process.
- The task requires that the students work in groups.

Guidelines for parameters:

Students work in groups but must document their individual contribution.

5. *Authentication*

- A variety of strategies should be used to monitor student achievement of outcomes during the time the task is being completed. These could include anecdotal records, student logs, interviews with students, checklists, etc.
- Students must provide specific details of their work.
- To ensure that it is a collaborative group project, each member must have an input into all aspects of planning, designing and production.

6. *Performance Criteria*

Use the Performance Criteria in the Small Business Management and Enterprise Syllabus to rate student performance on each outcome to be assessed in this task.

TASK 4

MAJOR PROJECT

Curriculum Council requirements for this task are outlined below. Evidence must be provided to demonstrate student achievement of each of the selected outcomes.

1. *Specific Outcomes for Task 4*

The teacher has the flexibility to choose which outcomes from the Small Business Management and Enterprise Syllabus are to be assessed in this task.

2. *Task*

In a group, students run a small business enterprise, maintaining all necessary records including day-to-day changes in business operations.

3. *Task Description*

The task requires that the students:

- Must run a small business
- Produce day-to-day records
- Document operational practices and changes
- Produce final accounts to determine profit/loss
- Complete an overall business evaluation including future directions and human resource issues.

4. *Task Parameters*

- This task requires that the students be given a project brief that follows the technology process.
- Teachers should ensure that students are looking at all aspects of the subject outcomes.
- This task requires the students to work in groups.
- This is a practical activity on the daily running of a small business.

Guidelines for parameters:

The teacher may direct the students in the early stages.

A business evaluation checklist should be provided by the teacher.

5. *Authentication*

- A variety of strategies should be used to monitor student achievement of outcomes during the time the task is being completed. These could include anecdotal records, student logs, interviews with students, checklists, etc.
- Each member of the group must provide specific details of their individual work efforts.
- To ensure that it is a collaborative group project, each member of the group must have an input into all aspects of the task.

6. *Performance Criteria*

Use the Performance Criteria in the Small Business Management and Enterprise Syllabus to rate student performance on each outcome to be assessed in this task.

TASK 5

GROUP PRESENTATION

Curriculum Council requirements for this task are outlined below. Evidence must be provided to demonstrate student achievement of each of the selected outcomes.

1. *Specific Outcomes for Task 5*

The teacher has the flexibility to choose which outcomes from the Small Business Management and Enterprise Syllabus are to be assessed in this task.

2. *Task*

As a group, explore the health and safety issues in small business.

3. *Task Description*

The task requires that the students submit the following work:

- A draft of the research that examines the changes in health and safety issues
- This presentation can be in the form of a video, posters, role play or media board
- A production plan
- An outline of group roles
- All draft copies to be included
- Individual evaluation of team work.

4. *Task Parameters*

- This task requires that the students be given a project brief that follows the technology process.
- Teachers should ensure that the students are meeting all aspects of the subject outcomes.
- This task requires students to work in groups.
- Teachers should encourage the students to look at a range of health and safety issues.

Guidelines for parameters:

Teachers may direct students in the early stages.

A team evaluation checklist should be provided by the teacher.

5. *Authentication*

- A variety of strategies should be used to monitor student achievement of outcomes during the time the task is being completed. These could include anecdotal records, student logs, interviews with students, checklists, etc.
- Students must provide specific details of their work.
- To ensure that it is a collaborative group project, each member must have an input into all aspects of the task.

6. *Performance Criteria*

Use the Performance Criteria in the Small Business Management and Enterprise Syllabus to rate student performance on each outcome to be assessed in this task.