

Vocational Subjects

ASSESSMENT SHEETS

Student Assessment Sheets for Year 11 and Year 12 Vocational subjects in the 2008 Syllabus Manual, ordered as in the manual. Consult the syllabus document for the subject and the support document where one is available.

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Record of Performance

D734 Computer Assisted Drawing and Design (Year 11) – 2008 last year

Student:

| OUTCOME | Task 1 | Task 2 | Task 3 | Task 4 | Task 5 | FINAL |
|---|--------|--------|--------|--------|--------|-------|
| Outcome 1 Uses a technology process to produce a computer assisted drafting solution to a design problem. | | | | | | |
| Outcome 2 Explores employment issues relating to relevant drafting industries. | | | | | | |
| Outcome 3 Demonstrates orthogonal computer assisted drafting skills. | | | | | | |
| Outcome 4 Demonstrates pictorial computer assisted drafting skills. | | | | | | |
| Outcome 5 Demonstrates freehand drafting skills and applications. | | | | | | |
| Outcome 6 Applies computer assisted illustration and rendering techniques. | | | | | | |
| Outcome 7 Applies computer assisted geometric drafting skills. | | | | | | |
| FINAL GRADE | | | | | | |


D727 Business Financial Management (Year 11) – 2008 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | |
|----------------------------------|------------------|---------|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| Final Outcome Achievement | | | | | | | |

Note: Each of the tasks **must** include vocational outcome **1**. The collection of four tasks must provide opportunities for the students to demonstrate achievement of each of the other five outcomes in at least two of the tasks

- 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.

- 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.


D728 Computerised Accounting (Year 11) – 2008 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | |
|----------------------------------|------------------|---------|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| Final Outcome Achievement | | | | | | | |

Note: Each of the tasks **must** include vocational outcome **1**. The collection of four tasks must provide opportunities for the students to demonstrate achievement of each of the other five outcomes in at least two of the tasks

- V = Very High Achievement
- H = High Achievement
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RATING PROCEDURE

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- 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.


D704 Financial Procedures and Records Management (Year 11) 2008 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | |
|----------------------------------|------------------|---------|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| Final Outcome Achievement | | | | | | | |

Note: Each of the tasks **must** include vocational outcome **1**. The collection of four tasks must provide opportunities for the students to demonstrate achievement of each of the other five outcomes in at least two of the tasks

| | | |
|---|---|---|
| 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.


- 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.

D931 Introduction to Workplace Skills (Year 11) – 2008 last year Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | |
|----------------------------------|------------------|---------|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| Final Outcome Achievement | | | | | | | |

Note: Each of the tasks **must** include vocational outcome **1**. The collection of four tasks must provide opportunities for the students to demonstrate achievement of each of the other five outcomes in at least two of the tasks

- 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.


- 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.

D707 Office Administration (Year 11) – 2008 last year Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | |
|----------------------------------|------------------|---------|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| Final Outcome Achievement | | | | | | | |

Note: Each of the tasks **must** include vocational outcome **1**. The collection of four tasks must provide opportunities for the students to demonstrate achievement of each of the other five outcomes in at least two of the tasks

- 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.

- 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.

D742 Child Care (Year 11) – 2008 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | |
|----------------------------------|--|---------|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Apply the Technology Process to produce an object/item to satisfy one of the basic needs of children. | | | | | | |
| 2 | Case study on the development of two children of different ages. | | | | | | |
| 3 | Research and prepare a pamphlet or poster on safety. | | | | | | |
| 4 | Submit a portfolio of resources for use with children or design and make a toy suitable for a small child. | | | | | | |
| 5 | Working as a team, students are to prepare an operational plan for a child care facility within the Family and Children's Services Regulations. OR Working as a team, students are to operate a child care facility within the Family and Children's Services Regulations. | | | | | | |
| Final Outcome Achievement | | | | | | | |

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.

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.

D910 Vocational Community Networking 1 (Year 11) – 2008 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | | |
|----------------------------------|--|---------|----|----|----|----|----|----|
| | | O1 | O2 | O3 | O4 | O5 | O6 | O7 |
| 1 | Prepare a report giving a social perspective on society's attitude to a discrete community group. | | | | | | | |
| 2 | Write a feature for the local paper. Discuss the availability of facilities and access for the elderly and the disabled etc. | | | | | | | |
| 3 | Interview a person and compile a biography. | | | | | | | |
| 4 | In small groups, plan, prepare and implement an activity for a community group Provide written feedback on the activity. | | | | | | | |
| Final Outcome Achievement | | | | | | | | |

Note: The seven Vocational Community Networking outcomes are listed on page 64 of the syllabus manual.

- 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.

- 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.

D911 Vocational Community Networking 2 (Year 11) – 2008 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | | |
|----------------------------------|--|---------|----|----|----|----|----|----|
| | | O1 | O2 | O3 | O4 | O5 | O6 | O7 |
| 1 | Design a brochure or information booklet. | | | | | | | |
| 2 | Research a topic, locate and organise a guest speaker. | | | | | | | |
| 3 | Complete a first aid course. | | | | | | | |
| 4 | Report on the skills needed and the vocational opportunities /career paths in the community services area. | | | | | | | |
| Final Outcome Achievement | | | | | | | | |

Note: The seven Vocational Community Networking outcomes are listed on page 64 of the syllabus manual.

- 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.

- 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.

D943 Aspects of the Tourism Industry – Part A (Year 11) – 2008 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | |
|----------------------------------|-------------------------|---------|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Oral and written report | | | | | | |
| 2 | Case study | | | | | | |
| 3 | Investigation | | | | | | |
| Final Outcome Achievement | | | | | | | |

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.

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.

D944 Aspects of the Tourism Industry – Part B (Year 11) – 2008 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | |
|----------------------------------|-------------------------|---------|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Poster Project | | | | | | |
| 2 | Written and Oral Report | | | | | | |
| 3 | Culture Analysis | | | | | | |
| Final Outcome Achievement | | | | | | | |

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.

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.

D715 Catering (Year 11) – 2008 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | |
|----------------------------------|--|---------|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Present a market research assignment on a catering/business enterprise. | | | | | | |
| 2 | From the results of market research develop and produce a food product ready for sale. | | | | | | |
| 3 | Plan, prepare and carry out small scale catering/business enterprises (a minimum of three different types required). | | | | | | |
| 4 | Plan, prepare and serve a formal sit-down dinner for a minimum of eight people with at least three courses. | | | | | | |
| Final Outcome Achievement | | | | | | | |

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.

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.

D709 Food Production (Year 11) – 2008 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | |
|----------------------------------|---|---------|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Use equipment and demonstrate knife handling and precision cutting skills to assemble and prepare ingredients for simple food items. | | | | | | |
| 2 | Prepare a range of food products using appropriate preparation methods, skills, equipment and safe working habits for wet cooking processes. | | | | | | |
| 3 | Prepare a range of food products using appropriate preparation methods, skills, equipment and safe working habits for dry cooking processes. | | | | | | |
| 4 | Research assignment on meal preparation for a specified occasion. The assignment must include a food order, costing, time plan and expected mode of presentation. | | | | | | |
| 5 | Implement a planned menu for a specified occasion and analyse the effectiveness of the procedures. | | | | | | |
| 6 | Investigate and report on the differences between private and commercial goods production practices. | | | | | | |
| Final Outcome Achievement | | | | | | | |

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.

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.

D712 Workplace and Health Issues (Year 11) – 2008 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | |
|----------------------------------|--|---------|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Complete Senior First-aid Certificate | | | | | | |
| 2 | Research and prepare a report covering safe working conditions, accident prevention and legislation pertaining to workers compensation and rehabilitation. | | | | | | |
| 3 | Present an oral report outlining food hygiene and OS&H practices in a work place situation. | | | | | | |
| Final Outcome Achievement | | | | | | | |

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.

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.

D720 Wood Fabrication (Year 11) – 2008 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | |
|----------------------------------|---|---------|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Woodworking skills. Students to demonstrate safe and competent methods of using hand and power tools. | | | | | | |
| 2 | Project Planning. Student portfolio demonstrating ability to read drawings, select materials and identify steps in production. Completion of relevant skill exercise projects. | | | | | | |
| 3 | Produce a personal project. | | | | | | |
| 4 | Participate in producing a community or group project. | | | | | | |
| Final Outcome Achievement | | | | | | | |

- 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.

- 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.

D717 General Workshop (Year 11) – 2008 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | |
|----------------------------------|---|---------|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Demonstrate safe and competent automotive and engine maintenance practices using observation schedule and competency log. | | | | | | |
| 2 | Demonstrate safe and competent metal fabrication skills using welding and thermal processes. | | | | | | |
| 3 | Demonstrate safe and competent use of a variety of workshop hand and power tools. | | | | | | |
| 4 | Demonstrate safe and competent construction skills from within the building industry. | | | | | | |
| 5 | Students participate in community construction and maintenance projects. | | | | | | |
| Final Outcome Achievement | | | | | | | |

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.

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.

D718 Metal Machining and Fabrication (Year 11) – 2008 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | |
|----------------------------------|--|---------|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Project Planning Student portfolio demonstrating ability to read drawings, select materials, identify steps in production and complete relevant skill exercise to meet needs of project. | | | | | | |
| 2 | Machining Complete a range of practical exercises in metal machining and demonstrate a knowledge of metal machining techniques and processes | | | | | | |
| 3 | Sheet Metal Complete a range of practical exercises in sheet metal and demonstrate a knowledge of sheet metal techniques and processes | | | | | | |
| 4 | Welding/Fabrication Complete a range of practical exercises in welding and metal fabrication, and demonstrate a knowledge of welding and joining techniques and processes | | | | | | |
| 5 | Personal project. Design and manufacture a personal project, using appropriate aspects of Metal Machining and Fabrication. | | | | | | |
| 6 | Group or community project. In small groups research and produce a design concept for a group or community project | | | | | | |
| Final Outcome Achievement | | | | | | | |


Note: Each task **must** provide the opportunity for students to demonstrate achievement of vocational outcomes **1** and **3**. The collection of six tasks **must** provide opportunities for students to demonstrate achievement of each of the other four vocational outcomes in at least two of the tasks.

V = Very High Achievement

H = High Achievement

S = Satisfactory Achievement

ND = Satisfactory Achievement not demonstrated

 = Outcome not related to this task

RATING PROCEDURE

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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.

D719 Trade Drawing (Year 11) – 2008 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | |
|----------------------------------|---|---------|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Students to develop common drawing skills. | | | | | | |
| 2 | Students to recognise and interpret technical drawings. | | | | | | |
| 3 | Students to apply skills and knowledge in producing technical drawings for use in practical situations. | | | | | | |
| 4 | Students to investigate the use of CAD packages. | | | | | | |
| Final Outcome Achievement | | | | | | | |

Note: Each task **must** provide the opportunity for students to demonstrate achievement of vocational outcomes **1** and **3**. The collection of five tasks **must** provide opportunities for students to demonstrate achievement of each of the other four vocational outcomes in at least two of the tasks.

| | | |
|----|---|---|
| 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.

- 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.
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- 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.

E734 Computer Assisted Drawing and Design (Year 12) – 2009 last year

Student:

| OUTCOME | Task 1 | Task 2 | Task 3 | Task 4 | FINAL |
|--|--------|--------|--------|--------|-------|
| Outcome 1 Applies an identified process to produce a computer assisted drafting solution to a design problem. | | | | | |
| Outcome 2 Applies orthogonal computer assisted drafting skills. | | | | | |
| Outcome 3 Applies pictorial computer assisted drafting skills. | | | | | |
| Outcome 4 Applies freehand drawing skills. | | | | | |
| Outcome 5 Applies computer assisted drafting illustration and rendering techniques. | | | | | |
| Outcome 6 Examines and responds to drawing information in relation to its' suitability for the intended purpose. | | | | | |
| Outcome 7 Applies geometric computer assisted drafting skills. | | | | | |
| FINAL GRADE | | | | | |

E686 Work Studies (Year 12) –2008 last year

ASSESSMENT GRID

| Task | Task Description | Outcome | | | | | | | |
|-------|---|---------|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| One | Analysis of the World of Work | | | | | | | | |
| Two | Personal Portfolio and Job Interview | | | | | | | | |
| Three | Observation in a Work Situation Schedule and Report | | | | | | | | |
| Four | Career Pathways – Research Project | | | | | | | | |
| Five | Investigation of Organisational Structures in the World of Work | | | | | | | | |
| Six | Planning an Enterprise | | | | | | | | |
| | Final Outcome Achievement | | | | | | | | |

Rating Procedure

Before a final grade can be awarded, the final rating achieved for each outcome must be determined. This is done using the following process:

- 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.

WHERE A STUDENT FAILS TO ACHIEVE A FINAL RATING OF S FOR AN OUTCOME, TEACHERS ARE ENCOURAGED TO PROVIDE THE STUDENT WITH AN ADDITIONAL OPPORTUNITY TO DEMONSTRATE S IF:

- *THE STUDENT HAS COMPLETED ALL THE CATS INCORPORATING THAT OUTCOME.*
- *THE STUDENT HAS DEMONSTRATED S FOR THAT OUTCOME IN AT LEAST ONE TASK.*

The additional opportunity should not simply be a repetition of a task, but should be an equivalent task which reflects a change of context in which the task is done.

Professional judgement should then be used to determine whether a final rating of ND or S is appropriate in each situation.

Grading Procedure

At the completion of this subject grades will be awarded in the following manner:

- A Very High in at least 50% of outcomes, and High or better in at least 50% of the remainder.
- B High or better in 50% of outcomes, and Satisfactory or better in the remainder.
- C Satisfactory or better in all outcomes.
- D Satisfactory or better in at least 50% of the outcomes.
- E Not Demonstrated in more than 50% of the outcomes.

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.


E727 Business Financial Management (Year 12) –2009 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | | | | |
|----------------------------------|------------------|---------|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| Final Outcome Achievement | | | | | | | | | | |

Note: Each of the tasks **must** include vocational outcome **1**. The collection of six tasks **must** provide opportunities for the students to demonstrate achievement of each of the other eight outcomes in at least two of the tasks

- 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.

- 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.


E705 Computer Fundamentals (Year 12) – 2008 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | | | | |
|----------------------------------|------------------|---------|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| Final Outcome Achievement | | | | | | | | | | |

Note: Each of the tasks **must** include vocational outcome **1**. The collection of six tasks **must** provide opportunities for the students to demonstrate achievement of each of the other eight outcomes in at least two of the tasks

- 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.

- 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.


E707 Office Administration (Year 12) – 2009 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | | | | |
|----------------------------------|------------------|---------|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| Final Outcome Achievement | | | | | | | | | | |

Note: Each of the tasks **must** include vocational outcome **1**. The collection of six tasks **must** provide opportunities for the students to demonstrate achievement of each of the other eight outcomes in at least two of the tasks

- 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.


- 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.

E742 Child Care (Year 12) – 2009 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | | | | |
|----------------------------------|---|---------|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Research a situation and relevant support groups affecting families and their children. Present the information in the form of an oral report to the group. | | | | | | | | | |
| 2 | Investigate and prepare a report covering the operation of a child care facility. | | | | | | | | | |
| 3 | Complete: Senior First Aid Certificate or Caring for Kids Certificate or a school-based course on emergency procedures. | | | | | | | | | |
| 4 | Prepare and demonstrate experiences with young children which will promote their development. | | | | | | | | | |
| 5 | Investigate the jobs available within the Child Care Industry in Western Australia and present findings as a booklet. | | | | | | | | | |
| Final Outcome Achievement | | | | | | | | | | |

- 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.

- 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.

E713 Aspects of the Tourism Industry (Year 12) – 2009 last year

Assessment Sheet

Name:

| | | Outcome | | | | | | | | |
|----------------------------------|--|---------|---|---|---|---|---|---|---|---|
| Task | Task Description | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Role Play - cultural differences | | | | | | | | | |
| 2 | Brochure Research overseas holiday | | | | | | | | | |
| 3 | Oral/written Report tourism in developing countries | | | | | | | | | |
| 4 | Written report Using a SWOT (strengths, weaknesses, opportunities, threats) analysis present a report on Australia's international tourism industry. | | | | | | | | | |
| Final Outcome Achievement | | | | | | | | | | |

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.

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.

E709 Food Production (Year 12) – 2009 last year

Assessment Sheet

Name:


| Task | Task Description | Outcome | | | | | | | | |
|----------------------------------|---|---------|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Present a research assignment about the effect of technology on transport, purchase, storage, and sale of a variety of perishable commodities. | | | | | | | | | |
| 2 | Prepare meals with a minimum of two courses demonstrating eight methods of cookery to a commercial standard. | | | | | | | | | |
| 3 | Present a function to demonstrate portion control. The function should cater for a minimum of 20 guests and include three courses. | | | | | | | | | |
| 4 | Undertake mise-en-place duties – methods of cookery and service of dishes for a theme function appropriate to evening/dining trading. The function should cater for a minimum of 20 guests. | | | | | | | | | |
| Final Outcome Achievement | | | | | | | | | | |

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.

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.

E914 Reception and Customer Service (Year 12) – 2009 last year Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | | | | |
|----------------------------------|--|---------|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Prepare a short talk to give your staff stating how they can make the guests feel welcome and ensure their stay is a success in your establishment. | | | | | | | | | |
| 2 | Make a staff organisation chart for a hotel and catering establishment from hotel manager to trainee staff – separating the various areas of importance in the industry. | | | | | | | | | |
| 3 | Plan a function which the students will cater, wait, table set, decorate, serve drinks and cost. | | | | | | | | | |
| 4 | Write a report on one area of the Hospitality Industry in which you would like to work. | | | | | | | | | |
| Final Outcome Achievement | | | | | | | | | | |

- 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.

- 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.

E720 Wood Fabrication (Year 12) – 2008 last year

Assessment Sheet

Name:

| | | Outcome | | | | | | | | |
|----------------------------------|---|---------|---|---|---|---|---|---|---|---|
| Task | Task Description | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Construction Woodworking techniques and processes employed in box construction. | | | | | | | | | |
| 2 | Personal Project Design and manufacture a personal project to reinforce skills learnt in Task 1. | | | | | | | | | |
| 3 | Production of a group project. Conservation of resources with consideration of the environment, eg telephone table. | | | | | | | | | |
| 4 | Two group projects | | | | | | | | | |
| Final Outcome Achievement | | | | | | | | | | |

- 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.

- 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.

E717 General Workshop (Year 12) – 2009 last year

Assessment Sheet

Name:

| | | Outcome | | | | | | | | |
|----------------------------------|--|---------|---|---|---|---|---|---|---|---|
| Task | Task Description | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Demonstrate safe welding practices to Industry standard. | | | | | | | | | |
| 2 | Group Project – e.g go kart or old car (cheap). | | | | | | | | | |
| 3 | Demonstrate construction skills within the building industry to produce functional structures within the school and community. | | | | | | | | | |
| 4 | Group Project – using construction skills, e.g. seating around campus, retaining wall at primary school. | | | | | | | | | |
| Final Outcome Achievement | | | | | | | | | | |

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.

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.


E718 Metal Machining and Fabrication (Year 12) – 2008 last year

Assessment Sheet

Name:

| Task | Task Description | Outcome | | | | | | | | |
|----------------------------------|---|---------|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Fabrication project Apply a range of metal fabrication skills and knowledge of metal fabrication techniques and processes | | | | | | | | | |
| 2 | Machining project Apply a range of metal machining skills and knowledge of metal machining techniques and processes | | | | | | | | | |
| 3 | Casting project Apply a range of casting and moulding techniques and processes | | | | | | | | | |
| 4 | Personal or Group project Apply design, machining and/or fabrication and/or casting skills to produce a product | | | | | | | | | |
| Final Outcome Achievement | | | | | | | | | | |

Note: Each task **must** provide the opportunity for students to demonstrate achievement of vocational outcomes **1** and **3**. The collection of four tasks **must** provide opportunities for students to demonstrate achievement of each of the other seven vocational outcomes in at least two of the tasks.

- 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.

- 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.