Assessment Task: Task 3 - Research Task

Assessment Weighting: 25%   Due: Term 2  Week 7  Date: 13/06/2019

Task Type: Hand in Task ✔  In Class Task ☐  Practical Task ☐

Outcomes assessed (NESA)

3. Analyses employment options and strategies for career management
5. Communicates and uses technology effectively
6. Applies self-management and teamwork skills
7. Utilises strategies to plan, organise and solve problems
8. Assesses influences on people’s working lives
9. Evaluates personal and social influences on individuals and groups

Task Description/Overview

This task has two parts:

1. Complete a detailed enterprise action plan for a project or business idea of your choice (2-4 pages). As part of your action plan, you must research the field or industry in which you will undertake your project, and your potential customers/clients.

You may submit your action plan in hard copy (word processed document), or as a digital document via Canvas.

2. Contribute to a joint class Google slides presentation on the challenges of planning an enterprise project. This can be completed in class time on the due date.

Detailed Assessment Task Description

1. Complete a detailed enterprise action plan for a project of your choice.

Your project may be:
• a small business
• a fundraiser
• a not-for-profit organisation or service
• a plan for further education and personal development, focused on a career goal

Select the appropriate template for your project from the two templates provided. Complete each section of the action plan, including the bibliography. Guiding questions and scaffolds have been included to help you ensure you have included all the relevant information.

2. a. Create and contribute two slides to a class Google slides presentation. Your slides must:
• describe a challenge you faced while completing your action plan, OR a challenge you identified as part of your action plan
• explain how you managed, or plan to manage, this challenge.
b. Comment on a slide created by one of your peers. Add advice to their slide, or explain how their advice was helpful to you.

### Assessment Criteria

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<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Mark Range</th>
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| **Outstanding (O)** | • Outstanding enterprise action plan that includes relevant, coherent and detailed information in every section of the plan  
• Plans and decisions are based on effective analysis of research and logical consideration of advantages and disadvantages  
• Action plan demonstrates an outstanding understanding of the role of teamwork and communication skills in workplace/career success  
• Contributes effectively to collaborative problem-solving  
• Bibliography includes a range of highly relevant sources                                                                                      | 17-20      |
| **High (H)**   | • Excellent enterprise action plan that includes clear, relevant information in every section of the plan  
• Plans and decisions are informed by research and show consideration of advantages and disadvantages  
• Action plan demonstrates an excellent understanding of the role of teamwork and communication skills in workplace/career success  
• Contributes effectively to collaborative problem-solving  
• Bibliography includes relevant sources                                                                                                          | 13-16      |
| **Sound (S)**  | • Sound enterprise action plan that includes clear, relevant information in most sections of the plan  
• Plans and decisions are logical and informed by an understanding of key issues  
• Action plan demonstrates a sound understanding of the role of teamwork and communication skills in workplace/career success  
• Sound contribution to collaborative problem-solving  
Bibliography includes some relevant sources                                                                                                          | 9-12       |
| **Basic (B)**  | • Basic enterprise action plan that includes some relevant information in most sections of the plan  
• Plans and decisions are based on a basic understanding of some relevant issues  
• Action plan demonstrates a basic understanding of effective teamwork and communication skills  
• Basic contribution to collaborative problem-solving                                                                                             | 5-8        |
<table>
<thead>
<tr>
<th>Limited (L)</th>
<th>Enterprise action plan contains limited information</th>
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<tbody>
<tr>
<td></td>
<td>• Limited evidence of planning and decision-making</td>
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<td>• Some information may be listed under subheadings</td>
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<td></td>
<td>• Limited understanding of teamwork and communication skills</td>
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<td></td>
<td>• Limited contribution to collaborative problem-solving</td>
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<td>• Very limited or no bibliography</td>
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### Satisfactory completion of courses

A course has been satisfactorily completed, when the student has:
- Followed the course developed/endorsed by the NSW Educational Standards Authority (NESA)
- Applied himself/herself with diligence and sustained effort to the set tasks and experiences provided in the course.
- Achieved some or all of the course outcomes