



JOHN EDMONDSON HIGH SCHOOL

Assessment Notification

Faculty: English Course: English Studies Year: Preliminary

Assessment Task: Life Skills - Achieving Through English

Assessment Weighting: 30% Due: Term 1 Week 7 Date: Tuesday 07/3/2023
Week 8-9 (Interviews)

Task Type: Hand in Task In Class Task Practical Task

Outcomes assessed (NESA)

LS 1.1, 1.2, 1.6, 1.7, 1.8, 1.9, 2.1, 2.4, 2.9, 3.1, 4.3, 4.4, 4.5, 5.3, 5.4, 5.5.

Task Description/Overview

This task requires you to complete two separate but related activities in order to prepare you for your future in the workforce. In class, you will find an advertisement for employment that suits you. This job advertisement will be the basis of this assessment task.

Detailed Assessment Task Description

PART 1 – Resume and letter of application

Students will select the job from the job advertisement sheet.

Life skills students will be given a scaffold of a resume and a letter which they will have to complete.

- a) Students to fill in a **resume** outlining their relevant qualifications, skills and work history for the selected job.
- b) Using the **framework** provided by the teacher complete a **letter of application** to be used with your resume in order to apply for one of the advertised positions given by your teacher. Make sure you include the job advertisement you are responding to.

PART 2 – Mock interview

You will participate in a mock interview for the position you have selected.

You will be given an interview time with Miss Tran.

You must ensure that you on-time for the interview.

You need to make sure your uniform is clean, neat and tidy.

Attached are the questions you will be asked during the interview.

Guidelines/ Criteria	
Resume <ul style="list-style-type: none"> • All parts of the resume are completed • Resume is edited • Formal language is used • Spelling and punctuation is correct • Correct grammar Students include their skills and knowledge	A / NA A / NA A / NA A / NA A / NA A / NA
Letter <ul style="list-style-type: none"> • Advertisement is included • All parts of the letter format are completed • Letter is edited for errors • Uses formal language • Spelling, punctuation and grammar correct Letter includes personal examples of their skills or experience	A / NA A / NA A / NA A / NA A / NA A / NA
Comments	

Guidelines/ Criteria	
Mock Interview <ul style="list-style-type: none"> • Student is prompt and greets interviewer appropriately • Student presents well visually, including appropriately neat hair and clothing. • Student maintains eye contact and speaks clearly • Student responses address questions accordingly (relevant and examples given) • Student uses appropriate language and logically expresses ideas 	A / NA A / NA A / NA A / NA A / NA
Comments	

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

English Studies Task - Job Advertisements

Allfoods Supermarket

Part-Time Cleaner

12 hours a week

8pm - 10pm

Monday - Saturday

4 weeks paid holiday

\$16.20 per hour

Training and uniform provided.

Applications to:

The Manager: Peter Stevens

Allfoods Supermarket
Cnr Cowpasture and Kurrajong Roads,
Hoxton Park , NSW, 2171.

PH: 9825 1133

Mercure Hotel - Liverpool Catholic Club

Full-Time Waiter

35 hours a week

4pm - 11pm

Tuesday - Sunday

4 weeks paid holiday

\$18 per hour

No experience necessary.

Training and uniform provided.

Applications to:

Restaurant Manager: Suzanne Day

Mercure Hotel
424-458 Hoxton Park Road,
Prestons, NSW, 2170.

PH: 8784 1400

Allfoods Supermarket

Full-Time Bakery Assistant

35 hours a week

7am - 3pm

Monday - Friday

4 weeks paid holiday

\$16.20 per hour

Training and uniform provided

Applications to:

The Manager: Peter Stevens

Allfoods Supermarket
Cnr Cowpasture And Kurrajong Roads,
Hoxton Park, NSW, 2171.

PH: 9825 1133

Mercure Hotel - Liverpool Catholic Club

Full-Time Porter

37 hours a week. \$42,000 a year to start.

Excellent benefits.

Experience preferred but not essential.

Must be fit.

Uniform provided.

Applications to:

Hotel Manager: Sandra Williams

Mercure Hotel
424-458 Hoxton Park Road,
Prestons, NSW, 2170.

PH: 8784 1400

English Studies Task - Job Advertisements Continued

Aldo's Autoparts

Trainee Welder

Excellent opportunity to gain a trade with a modern local company. Salary \$37,000 plus super.

4 days a week at work 8am—4pm.

One day a week release for TAFE training. No welding experience necessary. Must be able to demonstrate ability to use machinery.

Applications to:

Manager: Aldo Pirelli

218 Hoxton Park Road,
Hoxton Park, NSW, 2170.

PH: 9608 2244

Sunshine Childcare Centre

Childcare Assistant

Enthusiastic, reliable and confident person sought. Applicant must have good rapport with children and will be required to work closely with staff and parents.

Applicants must have a current Working with Children Check.

First Aid Accreditation is preferred.

There is an opportunity to study full time and to work towards a Certificate in IV Childcare.

4 days a week 7.30am—3pm.

Salary \$38,000 per year.

Applications to:

Manager: Jillian Kerr

73 Park Road,
Casula, NSW, 2170.

PH: 9601 5522

Quick Stop Convenience Store

Part Time Retail Assistant

15 hrs a week.

5pm-8pm.

No formal qualification necessary as we provide training and uniforms.

Duties will include using the POS system, restocking items, and cleaning the coffee machines.

Must have good communication skills and be able to provide exceptional customer service.

Applications to:

Manager: Ricki Singh

55 Camden Valley Way,
Casula, NSW, 2170.

PH: 9601 7171

Mock interview questions

Life Skills students

You will be asked the following questions in your interview:

1. Tell me about yourself.
2. Why are you interested in this job?
3. What skills and experience do you have that would be helpful in this job?
4. What personal qualities do you have to offer this company?
5. What have you done that demonstrates your ability to work in a team?
6. Do you have any questions you would like to ask or anything further you want to say?