



VCE VET TASK TYPES – Glance at Guides

| TASK TYPE 1: Work Performance | Check ✓ |
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| Observations of activities in a workplace or simulated environment | |
| <ul style="list-style-type: none"> • Observation recorded on checklist | |
| <ul style="list-style-type: none"> • Observation to take place in at least 2 different contexts (times, work areas, situations) | |
| Time allowed for the Work Performance | |
| <ul style="list-style-type: none"> • Maximum time - 1 hour 30 min per assessment | |
| Use of oral or written questions to assess student's application of key information and skills in the workplace | |
| <ul style="list-style-type: none"> • All answers / responses should be documented for each student. | |
| Structured to allow students to receive a score of 5 (high) in each performance criteria | |
| Task should allow students to demonstrate: | |
| <ul style="list-style-type: none"> • Application of underpinning knowledge | |
| <ul style="list-style-type: none"> • Communication, language and interpersonal skills | |
| <ul style="list-style-type: none"> • Techniques and processes | |
| <ul style="list-style-type: none"> • Work organisation | |
| <ul style="list-style-type: none"> • Supervision and performance of work tasks | |
| Evidence required for the Work Performance must include: | |
| <ul style="list-style-type: none"> • Checklist or Observation record | |
| <ul style="list-style-type: none"> • Record of written questions or responses to oral questions | |
| The assessment task is to cover all elements of the unit/s of competence assigned to this task | |



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| TASK TYPE 2: Work Project | Check ✓ |
| Completion of a verbal, written or visual report on an aspect of work operations conducted in a workplace or simulated environment | |
| Can be ONE of the following: | |
| <ul style="list-style-type: none"> Investigation – students are required to gather data and evidence from a workplace or simulated environment describing 2 or 3 procedures or operations | |
| <ul style="list-style-type: none"> Planning Exercise – students provide a detailed account of the planning for a particular procedure or operation in a workplace or simulated environment | |
| <ul style="list-style-type: none"> Problem Solving Exercise - students identify a problem or issues in a workplace or simulated environment and outlines strategies or solutions to address the problem | |
| <ul style="list-style-type: none"> Research Exercise – students gather information regarding a particular aspect of an industry or workplace issues and analyse this information | |
| Work Project must be completed during class time using the information gathered | |
| Time allowed for the Work Project | |
| <ul style="list-style-type: none"> Maximum time - 5 hours to gather information, Maximum time - 10 hours to complete the project | |
| Structured to allow students to receive a score of 5 (high) in each performance criteria | |
| Task should allow students to demonstrate: | |
| <ul style="list-style-type: none"> Application of underpinning knowledge | |
| <ul style="list-style-type: none"> Expressing ideas and information | |
| <ul style="list-style-type: none"> Planning, organisation and implementation | |
| <ul style="list-style-type: none"> Collecting and analysing ideas and information | |
| <ul style="list-style-type: none"> Coherence and coverage | |
| Evidence required for the Work Project must include 1 of the following: | |
| <ul style="list-style-type: none"> A written report (1200 – 1500 words) | |
| <ul style="list-style-type: none"> An oral report / audio visual presentation (10 – 15 minutes) | |
| <ul style="list-style-type: none"> A visual (photographic/video) presentation / display | |
| <ul style="list-style-type: none"> A team activity and accompanying report / presentation (approx 1200 words or presentation of about 10 – 15 minutes per student) | |
| The assessment task is to cover all elements of the unit/s of competence assigned to this task | |



| TASK TYPE 3: Product | Check ✓ |
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| A “design and make’ task where a product is completed | |
| Can be ONE of the following: | |
| <ul style="list-style-type: none"> • An event | |
| <ul style="list-style-type: none"> • An object or | |
| <ul style="list-style-type: none"> • A visual presentation | |
| Must be based on a work activity and complete in a workplace or simulated environment | |
| Requires a plan outlining the design, method and materials /resources to be used. This plan needs to be submitted prior to the assessment. | |
| <ul style="list-style-type: none"> • Completed during class (1 – 2 hours) • 500 – 700 words | |
| Product produced within | |
| <ul style="list-style-type: none"> • maximum 15 hours, with assessment time of up to 1 hour • This time may include inspection of the product and interview (See note in the Assessment Guide regarding arrangements for Furnishing and Electrotechnology) | |
| Requires a set of questions regarding the planning and production of item. | |
| <ul style="list-style-type: none"> • Questions should provide evidence of planning and problem solving | |
| Structured to allow students to receive a score of 5 (high) in each performance criteria | |
| Task should allow students to demonstrate: | |
| <ul style="list-style-type: none"> • Application of underpinning knowledge | |
| <ul style="list-style-type: none"> • Planning, organisation and implementation | |
| <ul style="list-style-type: none"> • Problem solving | |
| <ul style="list-style-type: none"> • Evaluation of product against plan or intended outcome | |
| <ul style="list-style-type: none"> • Techniques and processes | |
| Evidence required for the Product must include: | |
| <ul style="list-style-type: none"> • A plan submitted prior to assessment | |
| <ul style="list-style-type: none"> • Completed product observed as part of assessment | |
| <ul style="list-style-type: none"> • Record of written questions or responses to oral questions | |
| The assessment task is to cover all elements of the unit/s of competence assigned to this task | |



| TASK TYPE 4: Portfolio | Check ✓ |
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| A range of evidence which is completed, collected and compiled to indicate competence in the unit / s designated to the task | |
| Evidence for the portfolio may be selected from: | |
| <ul style="list-style-type: none"> • practical exercises/ activities | |
| <ul style="list-style-type: none"> • documentation of a work performance | |
| <ul style="list-style-type: none"> • workbooks | |
| <ul style="list-style-type: none"> • logbooks/ journals/ diary | |
| <ul style="list-style-type: none"> • written / oral short answers | |
| <ul style="list-style-type: none"> • visual displays | |
| <ul style="list-style-type: none"> • topic tests | |
| Portfolio is compiled / constructed from evidence produced by the student | |
| Must include an index, indicating how each piece of evidence relates to the element/performance criteria in the unit/s | |
| Evidence selected for the portfolio should contain | |
| <ul style="list-style-type: none"> • the best items of evidence for the unit/s OR | |
| <ul style="list-style-type: none"> • 2 pieces of evidence the show change over time OR | |
| <ul style="list-style-type: none"> • relevant work specific to the unit and supported by the unit Evidence Guide | |
| Must contain a minimum of 3 items and maximum of 5 items | |
| <ul style="list-style-type: none"> • when assessing multiple units, the nominal hours of each unit should assist in determining the number of items included | |
| Must contain at least 2 different forms of evidence | |
| Time allowed to complete and compile Portfolio is | |
| <ul style="list-style-type: none"> • minimum of 5 hours and | |
| <ul style="list-style-type: none"> • maximum of 12 hours | |
| Structured to allow students to receive a score of 5 (high) in each performance criteria | |
| Task should allow students to demonstrate: | |
| <ul style="list-style-type: none"> • Application of underpinning knowledge | |
| <ul style="list-style-type: none"> • Planning and organisation | |
| <ul style="list-style-type: none"> • Expressing ideas and information | |
| <ul style="list-style-type: none"> • Content | |
| <ul style="list-style-type: none"> • Independence | |
| Evidence for the Portfolio must include: | |
| <ul style="list-style-type: none"> • An index relating the evidence to the unit/s being assessed | |
| <ul style="list-style-type: none"> • 3 – 5 items | |
| The assessment task is to cover all elements of the unit/s of competence assigned to this task | |

