# INDUSTRY PROJECT SCORED ASSESSMENT TASK

**Welcome to your assessment!**

Read this document carefully

It has important information about your assessment. Contact XXXXX if you have questions

**Our contact details**

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| 🕿 | **Phone** |  |
| **@** | **Email** |  |

**Important information about your assessment**

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| **Program name** | **VCE VET XXXXX** |
| **Task type** | This Industry Project task involves a research activity to gather and analyse information into a report to demonstrate your competence in the unit of competency listed below. |
| **Task number** | *Teacher to add* |
| **Unit/s assessed** | *Teacher to add* |
| **Due date** | *Teacher to add* |
| **Class time allowed for completion** | **Maximum time allowed is 25% of the total nominal hours of the unit of competency being assessed in this task. (*e.g. 80 nominal hours x 25% = 20 hours*)** |
| **Task context** | This Work Project involves the **investigation** of …..  To do this you will be required to complete the following activities in class time. |

**Assessment Task - summary**

All assigned activities for this unit are listed below. Note that:

● Information below is a summary, only.

● Your teacher will explain each task in detail and answer your questions.

| **Activities** | | **Description** |
| --- | --- | --- |
| **Activities required to be completed** | | |
| **1** | **Report**  **Or**  **Oral report / audio visual / video / interactive presentation** | 2,000 word maximum  15 minutes max |
| **2** | **Supporting Evidence** | as required in the unit(s) of competency can be included in an appendix. Such as:   * a workplace document or procedure * a business plan or proposal * surveys * screenshots / photos / multimedia * an item or document produced *  an observation checklist |

Requirements for a competent result

To attain a competent result you must complete all tasks to a satisfactory standard.

Your task will be scored by ranking your performance against 5 criteria. Each criteria is worth 5 marks. The total mark available from this assessment is 25 (5 marks for each of the five criteria).

The lowest mark you can receive is a total of 5 (a mark of 1 for each criteria).

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| SCORING CRITERIA | Level of Performance (Score) | | | | |
| 1  Competent | 2 | 3  Proficient | 4 | 5  Advanced |
| Application of underpinning knowledge |  |  |  |  |  |
| Expressing ideas and information |  |  |  |  |  |
| Planning, organisation and implementation |  |  |  |  |  |
| Collecting and analysing ideas and information |  |  |  |  |  |
| Coherence and coverage |  |  |  |  |  |

Further details regarding the Scoring Criteria are at the end of this document

Task Presentation

You can present your Industry Project Report

* either printed copy on A4 or
* electronically as a WORD or PDF file on a CD or USB drive. Files should be in a folder labelled with your name, the task number and type eg: JohnSmith\_Task2\_IndustryProject

Assessment Activity – Report Template

|  |  |
| --- | --- |
| **Information and instructions** | |
| **General information about this assessment activity** | |
| **Unit of competency** | Teacher to add |
| **Student name** |  |
| **Instructions** | |
| **Student instructions** | Add details here |
| **Requirements for satisfactory completion** | Add details here |
| **Assessor instructions** | Add details here |

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| **Investigation of ……** |
| Your report is to include the following:- |
|  |

Supporting evidence

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Information and instructions** | | | | | | | |
| **Student name** | |  | | | | | |
| **Assessor name** | |  | | | | | |
| **Unit of competency** | | Teacher to add | | | | | |
| **Instructions** | | | | | | | |
| **Student instructions** | | Instruct the student which activity template to use and or documentation required to be included for this task  This must be as required in the unit(s) of competency can be included in an appendix. Such as:   * a workplace document or procedure * a business plan or proposal * surveys * screenshots / photos / multimedia * an item or document produced * an observation checklist | | | | | |
| **Requirements for satisfactory completion** | | The student must meet all criteria below when being observed carrying out the required practical skills. | | | | | |
| **Assessor instructions** | | Assessors must complete the checklist below while observing the student carrying out the required practical tasks. | | | | | |
| **Result for this assessment activity** | | | | | | | |
| **Result** |  | | Satisfactory | |  | Not Yet Satisfactory | |
| **Assessor comments** |  | | | | | | |
| **Assessor signature** |  | | | **Date signed** | | |  |

Assessment Coversheet

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| **General information** | | | | | |
| **RTO Name** |  | | | | |
| **School Name** |  | | | | |
| **Unit/s assessed** |  | | | | |
| **Task** |  | | | | |
| **STUDENT to complete this section** | | | | | |
| **Name** |  | | | | |
| **Email** |  | | | | |
| **Date submitted** |  | | | | |
| Student declaration**—**By signing below, I declare that:   * I have been advised of the assessment requirements, have been made aware of my rights and responsibilities as an assessment student, and choose to be assessed at this time * this assessment contains my own work except where I have made due reference to work by other/s. I am aware that a false declaration may lead to withdrawal of a qualification or statement of attainment. | | | | | |
| **Student signature\*** | |  | | **Date signed** |  |
| \* **Student must provide a REAL signature**. If submitting your portfolio electronically, either insert an electronic signature in the space above, or print this page, sign it, then submit a scan of the signed page. | | | | | |
| **ASSESSOR to complete this section** | | | | | |
| **Name of assessor** | | |  | | |
| **Date assessment received** | | |  | | |
| **Date assessment review completed** | | |  | | |

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| **INDUSTRY PROJECT** | | | | | | | |
| **VCE VET SCORING CRITERIA** | | | | | | | |
| Assessor: | | Student: | | | Student no: | | |
| VCE VET program: | | School no: | | | RTO no: | | |
| **CRITERIA** | **LEVELS OF PERFORMANCE** | | | | | | |
| **1 (base)** | | **2** | **3 (medium)** | | **4** | **5 (high)** |
| **Application of underpinning knowledge** | Displays an understanding of the key concepts and knowledge underpinning the work task/s. | |  | Displays a sound understanding of the key concepts and knowledge underpinning the work task/s. | |  | Demonstrates a thorough understanding of all key concepts and knowledge underpinning the work task/s. |
| Applies these understandings in the performance of work functions. | |  | Proficiently applies these understandings in the performance of work functions. | |  | Effectively applies these understandings in the performance of work functions. |
| ❑ | | ❑ | ❑ | | ❑ | ❑ |
| **Expressing ideas and information** | Form and style of expression are generally appropriate for the purpose, audience and situation. | |  | Form and style of expression are appropriately selected for the purpose, audience and situation. | |  | Form and style of expression are varied appropriately for the purpose, audience and situation. |
| Relevant information and ideas are organised and communicated. | |  | Relevant information and ideas are clearly organised and communicated. | |  | Relevant information and ideas are highly organised and effectively communicated. |
| Displays an understanding and appropriate use of industry and enterprise language. | |  | Displays a sound understanding and correct use of key industry and enterprise language. | |  | Displays a thorough understanding and correct use of industry and enterprise language. |
| ❑ | | ❑ | ❑ | | ❑ | ❑ |
| **Planning, organisation and implementation** | Within given specifications and timelines, plans, organises and completes the work project. | |  | Within given specifications and timelines, effectively plans, organises and completes the work project. | |  | Within given specifications and timelines, displays a high level of planning skill, independently organising and implementing the work project. |
| ❑ | | ❑ | ❑ | | ❑ | ❑ |
| **Collecting and analysing ideas and information** | Accesses and gathers workplace evidence from a limited range of sources. | |  | Accesses and gathers relevant workplace evidence from a range of sources. | |  | Accesses and gathers highly relevant workplace evidence selected from a wide range of sources. |
| The information is interpreted and used to complete the project. | |  | The information is interpreted accurately and used effectively in completion of the project. | |  | The information is analysed and interpreted accurately and used effectively in completion of the project. |
| ❑ | | ❑ | ❑ | | ❑ | ❑ |
| **Coherence and coverage** | Report/presentation provides information on key aspects of the project. | |  | Report/presentation provides comprehensive coverage of all aspects of the project. | |  | Report/presentation is coherently presented and provides comprehensive coverage of all aspects of the project and its outcomes. |
| ❑ | | ❑ | ❑ | | ❑ | ❑ |

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| **Requirements for high scoring students** | | |
| **Scoring criteria - Project** | | |
| Criteria | **5 (high)** | **What students have to do to gain a 5 for this criterion** |
| **Application of underpinning knowledge** | Demonstrates a thorough understanding of all key concepts and knowledge underpinning the work task/s. |  |
| Effectively applies these understandings in the performance of work functions. |
| **Expressing ideas and information** | Form and style of expression are varied appropriately for the purpose, audience and situation.  Relevant information and ideas are highly organised and effectively communicated.  Displays a thorough understanding and correct use of industry and enterprise language. |  |
| **Planning, organisation and implementation** | Within given specifications and timelines, displays a high level of planning skill, independently organising and implementing the work project. |  |
| **Collecting and analysing ideas and information** | Accesses and gathers highly relevant workplace evidence selected from a wide range of sources.  The information is analysed and interpreted accurately and used effectively in completion of the project. |  |
| **Coherence and coverage** | Report/presentation is coherently presented and provides comprehensive coverage of all aspects of the project and its outcomes. |  |