**Year 11 English Studies – Assessment Task 1**

**Achieving through English**

**English and the worlds of education, careers and community**

Weighting: 40%

General instructions: complete **all 3** parts to this task. Make sure your name is on each part and you have clearly labelled each part.

Outcomes assessed: P2.1, P2.2, P2.3, P3.1, P3.2

Due date: Friday 12th of February 2016 (Term 1 week 3)

Submission instructions: Hand in to the front office before the end of recess at 11:03

Total marks: 60 – 20 marks per section.

Task Description:

**Part 1.**

1. Choose the main career area you are interested in, e.g. a trade, hospitality, education, ect. Outline your expectations of that job area in a list.
2. Research what training and courses that need to be completed. Include the duration of training, where you will actually train, the cost of the training and what certificates and qualifications you get once you have completed the set course.
3. Explain why you think you are suited to those particular career areas. List your personal; attributes and qualities that you think would make you suitable.
4. Use the internet to research more about this particular job when you are qualified. Write a list of five questions that you would ask a potential employer when being interviewd for that position. Also compile a list of five questions that an employer would ask you as part of the interview process.
5. To be presented in a information report format – a template will be provided for you.

This section will be marked out of 20.

**Part 2.**

1. Write a formal Cover Letter of application to a potential employer for that job position (from part 1). Research job vacancy sites to find a position vacant for your chosen career area.
2. You must include a draft copy of your letter for marking too.
3. It must be 300 words long at least.

This section will be marked out of 20.

**Part 3.**

1. Research and write definitions about the following work area related terms/concepts. You definitions must be at – least 2 sentences long each.

* Taxation
* Minimum wage and working conditions
* Career pathways
* Life/income/health insurance
* Debit/credit cards/personal loans.
* Maintaining a healthy work/life balance.
* Budgeting within the home
* Workplace relations
* Retirement
* Unions in Australia and their role

This section will also be marked out of 20 - each definition is marked out of 2.

**Marking Criteria on following pages**