



# GEORGES RIVER COLLEGE PEAKHURST CAMPUS

## HSIE Faculty

### NOTIFICATION OF ASSESSMENT TASK

|   |                                |
|---|--------------------------------|
| <b>Year: 10</b>   | <b>Subject: Commerce</b>       |
| <b>Date due:</b> Week 7A Friday 27 <sup>th</sup> August   | <b>Time allowed:</b> Two weeks |
| <b>Weighting:</b> 25%   | <b>Task Number:</b> 3          |
| <b>Topic:</b> Employment and Work Futures   |                                |
| <b>Syllabus outcomes:</b> <ul style="list-style-type: none"><li>• COM5-1 Applies consumer, financial, economic, business, legal, political and employment concepts and terminology in a variety of contexts</li><li>• COM5-2 Analyses the rights and responsibilities of individuals in a range of consumer, financial, economic, business, legal and employment concepts</li><li>• COM5-6 Develops and implements plans designed to achieve goals</li><li>• COM5-8 Explains information using a variety of forms</li></ul> |                                |
| <b>Assessment criteria:</b> <p>You will be assessed on how well you:</p> <ul style="list-style-type: none"><li>• Compare the types of work and work arrangements, including full-time, part-time and casual</li><li>• Respond to job advertisements by creating a resume and cover letter</li><li>• Build employment ready skills by participating in a mock interview</li></ul>  |                                |

#### Task Information

This task is to be completed individually at home and submitted to the drop box on Google Classroom. This task has 3 parts:

#### Part A: Job Comparison – 15 marks

- You must read through the 3 job advertisements attached to this notification for Pet-O, Nike, and Coles
- Analyse and compare each of these jobs by completing the table at the end of the notification. Consider the type of role, hours, employee benefits, pay according to the retail award and employer responsibilities.

#### Part B: Resume & Cover Letter – 20 marks

- Prepare a resume and cover letter for one of the attached jobs (Pet-O, Nike or Coles).
- A resume should be no more than one page and include any qualifications you have (such as education) as well as the skills you have which will be important for the role.
- A cover letter should be no more than one page and is designed to help the employer visualise you as a person and helps them to picture you within their business. A cover letter should be personal and professional, and highlight the passion and skills you have for the advertised role.
- To complete your cover letter and resume, you should consult <https://www.grcpeakhurstcareers.com/> and log into the student section of the website. You will need to make an account if you have not used this site before. Use your school email and password. Once logged in, on the left hand side dashboard there are links to resume writer resources and cover letter resources.

#### Part C: OPTIONAL Mock Interview – 10 marks

- Prepare for a mock interview with a panel of commerce teachers. These will take place on zoom. Complete the google form to indicate whether you will be completing this option and your teacher will send you a link to a Zoom meeting.
- You will be asked a series of questions about your suitability for the role and how you would respond to different workplace situations.
- To prepare you should consider: how you will enhance the workplace of your prospective employer, how your skills can be useful, presenting yourself well (e.g. through body language and choice of clothes) and speaking well.
- Interviews will be between 5 and 10 minutes.

**Note:** This task is part of your formal assessment in this subject. Tasks not submitted on the due date may be given a zero mark. Failure to complete this task may affect the award of the ROSA (Record of School Achievement). If you are sick on the due date you will have to provide a medical certificate to support your appeal. This medical certificate will need to be presented to Ms Diamond on the morning of the first day you return to school.

**Important:**

Plagiarism is unacceptable in all forms. Students found to be plagiarising will receive zero. All information must be in your own words and a bibliography must be included at the end of your task. Copying and pasting from any source is considered to be plagiarism. If you are caught plagiarising, you will have to redo the task in order to meet the syllabus requirements. **Plagiarism** - 'the imitation or use of another's ideas and manner of expressing them to be passed off as one's own.' *Source: Macquarie Concise Dictionary – 3<sup>rd</sup> Ed.*

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## JOB ADVERTISEMENTS

**Advertisement 1: Pet-O**

<https://www.seek.com.au/job/53252974?type=standout#searchRequestToken=80ce6052-8de6-42ed-b990-8d3b30a1d62d>



**Retail Assistant - Parramatta**  
Retail & Consumer Products  
Retail Assistants  
Full Time

**We are Australia's Largest Cat and Dog Store**

We are currently in a growth phase and as part of our expansion we are actively looking for experienced retail people to offer Fulltime **Hours** at our **Parramatta** Store.

**We are looking for an enthusiastic, organised individual who can work up to 5 days per week, with a view to offering full time employment in the near future.**

**What we Like:**

- A genuine animal lover
- Retail experience with an outstanding 'customer first' attitude
- Able to demonstrate initiative
- Must be able to work weekends

If you have a passion for pets, would value additional training and want to be involved in a growth business, this is the opportunity for you.

**What we Offer:**

- Good Base Salary
- Bonuses & Incentives
- Lots of Training
- Generous Staff Discounts
- Fun Culture in an Exciting Growth Company

**Please can you include a cover letter explaining why this job is of interest to you.**

### **Advertisement 2: Nike**

<https://www.seek.com.au/job/53045507?type=standout#searchRequestToken=70f45d6e-d86e-48df-8aee-8ff8dd6269a7>



#### **Sales Associates, Homebush**

Retail & Consumer Products  
Retail Assistants  
Casual

Our team at the very successful Nike Factory Store in Homebush are looking for a number of driven and self-motivated Athletes (Sales Associates)!

As an Athlete you will be a key player within the team, where dedication and commitment are as fundamental as any previous work history you bring with you. You will be the face of NIKE and act as the initial touch-point for our customers. You will have a genuine passion for the NIKE brand and you will represent NIKE with a positive, athletic spirit.

#### **This fast-paced environment will see you involved in:**

- Delivering premium customer service
- Building and maintaining an expert level of product knowledge
- Replenishing and maintaining stock
- Maintaining visual merchandising standards in store
- Assisting the store to achieve Key Performance Indicators

#### **You must be able to demonstrate:**

- Previous relevant retail and/or customer-service experience
- A zeal for delivering a premium service experience
- A passion for the NIKE brand/sports
- A natural sense of urgency
- An energetic demeanor

***Please note that we are looking for Casual employees who MUST be available to work a minimum of 3 shifts per week including 2 shifts across the busy weekend (Fri-Sun) period. Additional availability is also desirable.***

#### ***Successful applicants will be required to attend an in-person Assessment Centre in a few weeks' time.***

NIKE, Inc. is a growth company that looks for team members to grow with it. Nike offers a generous total rewards package, casual work environment, a diverse and inclusive culture, and an electric atmosphere for professional development. No matter the location, or the role, every Nike employee shares one galvanizing mission: To bring inspiration and innovation to every athlete\* in the world.

NIKE, Inc. is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status, or disability.

### **Advertisement 3: Coles**

<https://www.seek.com.au/job/53124041?type=promoted#searchRequestToken=70f45d6e-d86e-48df-8aee-8ff8dd6269a7>



#### **Retail Team Member - Greater Sydney**

Retail & Consumer Products  
Retail Assistants  
Part Time

#### **Good things start here**

Hi, we're Coles Group. We're on a mission to sustainably feed all Australians to help them live healthier, happier lives.

### About the role

We're on the lookout for a Personal Shopper across the Greater Sydney area. You'll have an awesome eye for detail, and a commitment to providing great customer experiences.

Coles Online help take the time and effort out of grocery shopping. Once our customers have ordered their groceries online, we'll deliver safely to their car boot, secure locker or directly to their home.

As a Personal Shopper, you'll proudly select and pack the quality products that make up our customers' weekly shop, so they're inspired when they receive their order.

### Good things you need

- An eye for detail, consistency and accuracy
- To take pride in ensuring that our customers receive the best quality products
- To be active and work with enthusiasm, energy and pace – you'll be on your feet for long periods of time and may need to perform moderate lifting and reaching
- Availability to work flexible hours across our store trading days (including early mornings, evenings and weekends)

### Why Coles?

Join a big team, get big benefits. You can look forward to great discounts across all our supermarkets and brands, and even a chance to taste-test new products. You're also stepping into a culture that truly values what you do and celebrates your success. But that's just the tip of the iceberg. Explore all this and more at our Coles Careers website.

### For everyone who shares our passion

We encourage applications from people of all ages, nationalities, abilities and cultures – including Aboriginal and Torres Strait Islander peoples, the LGBTQI+ community and people living with disability. We're happy to adjust our recruitment process to support accessibility needs – so reach out to us at [www.careers.colesgroup.com.au](http://www.careers.colesgroup.com.au) > Careers for everyone > Disability employment.

### Keen as a bean? Just lettuce know

If you like the sound of us (and our corny food puns), then jump in and submit your application. We'd love to hear from you!

## Part A: Job Comparison – 15 marks

**Instructions:** copy the table formatting into a google doc and upload to your Google Classroom with your documents for Part B.

**Retail Award:** [https://awardviewer.fwo.gov.au/award/show/MA000004#P316\\_20848](https://awardviewer.fwo.gov.au/award/show/MA000004#P316_20848)

|   | Pet-O | Nike | Coles |
|---|-------|------|-------|
| Benefits of this type of employment               |       |      |       |
| Disadvantages of this type of employment          |       |      |       |
| Hourly pay based on the retail award for your age |       |      |       |

## PART B: Resume & Cover Letter – 20 marks

| Criteria   | Marks |
|--|-------|
| <ul style="list-style-type: none"> <li>Cover letter is sophisticated and demonstrates a high level of interest in the role</li> <li>Resume is clear &amp; concise in detailing relevant skills and experience for the role</li> <li>Sophisticated use of commercial &amp; employment terminology</li> <li>High level of communication in the correct cover letter &amp; resume format</li> </ul> | 17-20 |
| <ul style="list-style-type: none"> <li>Cover letter is clearly expressed and demonstrates a strong level of interest in the role</li> <li>Resume is clear in detailing relevant skills and experience for the role</li> <li>Well developed use of commercial &amp; employment terminology</li> <li>Strong level of communication in the correct cover letter &amp; resume format</li> </ul>      | 13-16 |
| <ul style="list-style-type: none"> <li>Cover letter is clear and demonstrates interest in the role</li> <li>Resume is sound in detailing skills and experience, may be specific to the role</li> <li>Some use of commercial &amp; employment terminology</li> <li>Sound level of communication in the correct cover letter &amp; resume format</li> </ul>  | 9-12  |
| <ul style="list-style-type: none"> <li>Cover letter is limited and demonstrates some interest in working</li> <li>Resume is limited in detailing skills and experience, may be specific to the role</li> <li>Some use of commercial &amp; employment terminology</li> <li>Attempts to communicate in the correct cover letter &amp; resume format</li> </ul>                                     | 5-8   |
| <ul style="list-style-type: none"> <li>Cover letter is basic and demonstrates limited interest in working</li> <li>Resume details little to no skills and experience, not specific to the role</li> <li>Minimal use of commercial &amp; employment terminology</li> <li>Sound level of communication in the correct cover letter &amp; resume format</li> </ul>                                  | 1-4   |
| <ul style="list-style-type: none"> <li>Non submission or non serious attempt</li> </ul>  | 0     |

## PART C (OPTIONAL): Mock Interview – 10 marks

| Criteria   | Marks |
|--|-------|
| <ul style="list-style-type: none"> <li>Highly developed ability to articulate how their skills and experience will benefit the prospective employer</li> <li>Demonstrates confidence in responding to interviewer questions</li> <li>High level of interest in the role demonstrated</li> </ul>      | 9-10  |
| <ul style="list-style-type: none"> <li>Strong ability to articulate how their skills and experience will benefit the prospective employer</li> <li>Demonstrates confidence in responding to interviewer questions</li> <li>Strong level of interest in the role demonstrated</li> </ul>              | 7-8   |
| <ul style="list-style-type: none"> <li>Sound ability to articulate how their skills and experience will benefit the prospective employer</li> <li>Demonstrates elements of confidence in responding to interviewer questions</li> <li>Moderate level of interest in the role demonstrated</li> </ul> | 5-6   |
| <ul style="list-style-type: none"> <li>Basic ability to articulate how their skills and experience will benefit the prospective employer</li> <li>Minimal elements of confidence in responding to interviewer questions</li> <li>Adequate level of interest in the role demonstrated</li> </ul>      | 3-4   |
| <ul style="list-style-type: none"> <li>Limited ability to articulate how their skills and experience will benefit the prospective employer</li> <li>Little to no confidence in responding to interviewer questions</li> <li>Minimal level of interest in the role demonstrated</li> </ul>            | 1-2   |
| <ul style="list-style-type: none"> <li>Non submission or non serious attempt</li> </ul>  | 0     |