



GEORGES RIVER COLLEGE PEAKHURST CAMPUS

HSIE Faculty

NOTIFICATION OF ASSESSMENT TASK

Year: 9	Subject: Work Education
Date Due: Tuesday of Week 8, online via Google Classroom by 11:59pm	Time allowed: 2 weeks
Weighting: 20%	Task Number: 3
Topic: Communication and Collaboration research task	
Syllabus outcomes: <ul style="list-style-type: none">• WE5-2 Analyses current workplace issues and their implications• WE5-9 Selects and analyses relevant information from a variety of sources• WE5-10 Selects and uses appropriate forms to communicate information about the world of work for different audiences	
Assessment criteria: <p>In your answer/s you will be assessed on how well you:</p> <ul style="list-style-type: none">• Research and apply appropriate and up to date information about communication and collaboration in the workplace• Communicate your understanding in written form	

Task Information:

You have been learning about the different types of communication and collaboration in the workplace and the significance it can have on worker morale. In this task, you will need to use this information to research the ways in which communication and collaboration about workplaces has a significant impact between the employee, employer, and other groups in Australian society.

This task has 3 parts:

Section 1 (15 marks)

Complete the Google Form of short answer questions related to our communication and collaboration topic

Section 2 (10 marks)

Explain THREE causes of workplace disputes and the strategies used to resolve them. Provide AT LEAST ONE case study in your answer (500 words).

Section 3 (10 marks)

Create a visual representation (brochure, booklet, poster) for young people who are about to start their first job. In this you should provide information about their rights and responsibilities to their employer in the workplace. Pick ONLY FOUR of the following options to research about: income rates, tax and superannuation, understanding contracts and payslips, workplace safety, discrimination, daily expectations (dress, punctuality, hours) and leave entitlements.

Note: All answers must be in your own words. Plagiarised tasks will receive a mark of zero.

IMPORTANT:

This task is part of your formal assessment for this subject. Tasks not completed on the due date will receive a zero. If you are sick on the due date you will have to provide appropriate documentation, such as a medical certificate, to support your appeal. This will need to be presented to your teacher.

Section 2 – Resolving Disputes

Criteria	Marks
<ul style="list-style-type: none">• Excellently demonstrates causes of three workplace disputes and strategies used to resolve disputes• Applies relevant case study/studies and contemporary work issues.• Presents a sustained, logical and cohesive response and communicates clearly using relevant work terminology and concepts.	9-10
<ul style="list-style-type: none">• Provides three workplace disputes are caused and how they can be resolved• Uses relevant case study/studies and contemporary work issues• Presents a logical and cohesive response using relevant work terminology and concepts	7-8
<ul style="list-style-type: none">• Provides two workplace disputes and/or strategies used to resolve disputes• May refer to case study/studies and contemporary work issues• Communicates using work terminology and concepts	5-6
<ul style="list-style-type: none">• Outlines one workplace dispute and one strategy.• May refer to case study/studies• Communicates using some work terminology and concepts.	3-4
<ul style="list-style-type: none">• Makes limited reference to a workplace dispute or strategies to resolve disputes.• Does not identify case studies/studies• Uses basic terminology	1-2

Section 3 – Awareness brochure

Criteria	Marks
<ul style="list-style-type: none">• Outlines four elements of workplace rights and responsibilities• Brochure has excellent design• Communicates ideas using sustained and cohesive workplace terminology.	9-10
<ul style="list-style-type: none">• Outlines three elements of workplace rights and responsibilities• Brochure has sound design• Communicates ideas using cohesive workplace terminology	7-8
<ul style="list-style-type: none">• Outlines two elements of workplace rights and responsibilities• Brochure has average design• Communicates ideas using work terminology	5-6
<ul style="list-style-type: none">• Outlines one element of workplace rights and responsibilities• Brochure has basic design• Communicates using some work terminology	3-4
<ul style="list-style-type: none">• Makes limited reference to rights and responsibilities in the workplace• Brochure is poorly designed• Uses basic terminology	1-2