SAMPLE ASSESSMENT TASKS

BUSINESS MANAGEMENT AND ENTERPRISE
PRELIMINARY UNIT 3 AND UNIT 4
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Disclaimer

Any resources such as texts, websites and so on that may be referred to in this document are provided as examples of resources that teachers can use to support their learning programs. Their inclusion does not imply that they are mandatory or that they are the only resources relevant to the course.
Sample assessment task

Business Management and Enterprise – Preliminary

Task 1 – Unit 3

Conditions
Period allowed for completion of the task: two weeks

Task 1: Teamwork

Gather photographic evidence to show your contribution to the team. Use the photographs to create a teamwork poster.

For this task, you will need to show you are a good team member:

- work as part of a team to produce items to sell
- produce goods to the best of your ability
- communicate with other team members
- follow instructions and stick to a planned schedule
- ask for help as needed.

Your progress in this task will be documented in the following ways:

- brainstorming what makes a good team member
- your list of the skills you bring to the team
- teacher observation notes of your work as a team member when making products or providing a service
- photographs and videos of you working
- a completed checklist on yourself on teamwork performance
- a poster providing evidence of your teamwork.
## Task 1 – Completion checklist

Unit outcome: apply the attributes of working in a team

<table>
<thead>
<tr>
<th>Description of evidence to be collected by teacher</th>
<th>Date evidence collected</th>
<th>Level of support comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brainstorming what makes a good team member</td>
<td></td>
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<tr>
<td>Students to individually list the skills they bring to the team</td>
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<tr>
<td>Teacher observation notes of your work as a team member when making products or providing a service</td>
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<tr>
<td>Photographs and videos of students working</td>
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<tr>
<td>Students to complete a checklist on their teamwork performance</td>
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<tr>
<td>Students to create poster based on photographs of their teamwork</td>
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</table>
Task 2: Creation of an advertisement

You are to create an advertisement that can be used to promote the product or service you are providing. The advertisement can take any form (i.e. poster, video) and is to include features of an advertisement and key words.

For this task, you will need to:

- choose the form your advertisement will take
- use appropriate vocabulary
- target customer market
- show products to be sold or service to be provided.

Your progress in this task will be documented in the following ways:

- brainstorming different types of advertisements as a group
- teacher observations on knowledge and understanding of key features of an advertisement
- final creation of advertisement that reflects the key features of an advertisement and provides relevant information on the product or service.
**Task 2 – Completion checklist**

**Unit outcome: recognise ways to promote products and services**

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