Unit 2 PDS& WRS, Outcome 2

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| **Excelling** | *All questions have been completed using detail related to transferable skills and employability* | **Can confidently discuss employment rates, education/ training and possible project ideas to help** *increase community’s skills and capabilities to assist with employability* | **Uses seven or more reputable sources to collect information** | Uses eye contact throughout the entire presentation | Is able to answer all class questions with explanation and elaboration | Demonstrates strong enthusiasm about the topic during the entire presentation | *Visually appealing, using a business letter format with the correct font size and addressed to the correct company* | *Highly professional, neat, unique and follows usual structure with headings and subheadings* | *All questions have been completed using detail* | *Participated in role play, demonstrating both leadership and teamwork skills* | *Creates 15 or more open ended possible interview questions* | *Responds to all of the 15 open-ended interview questions, providing two possible responses to each* | *Interviewee include all of the following aspects for the interview: punctual, dressed appropriately, confident, maintains good posture and makes eye contact* | *Evaluation of mock interview, describing at least five positive and five negative aspects* | *Applies all five strategies for improvement to second mock interview, significantly improving from first interview* |
| **All questions have been completed using detail related to social, cultural, environmental and economic factors** | **Addresses all criteria in detail** | Speaks with fluctuation in volume and tone to interest audience and emphasise key points | Includes at least eight examples, facts and/or statistics to support conclusions/ ideas with evidence | Significantly increases audience understanding and knowledge of topic | *Demonstrates purpose and details for position being applied for, elaborating on qualifications/ education and experience as well as how she/he will be valuable to the company* | *Includes at least five examples of transferable skills and promotes relevant skills, knowledge and qualifications* | *Answers all 15 questions clearly, elaborating using specific examples* | *Describes five strategies for improvement* |
| Has created cue cards | Presentation is presented in a logical way, with a clear beginning, middle and end, with the use of headings and subheadings | Convinces the audience to recognise the validity and importance of the topic | *Spelling, punctuation and grammar used with considerable accuracy* | *Resume is free from errors, with a high level of sophistication* | *Uses appropriate language with a high level of sophistication, professionalism and maturity* |
| *Has applied feedback to improve cover letter* | *Has applied feedback to improve resume* |
| **Achieving** | *All questions have been completed related to transferable skills and employability* | **Can discuss employment rates, education/ training and possible project ideas to help** *increase community’s skills and capabilities to assist with employability* | **Uses five or more reputable sources to collect information** | Uses eye contact most of the time | Is able to answer all class questions with explanation | Demonstrates some enthusiastic feelings about the topic | *Neat and clear, using a relevant format with the correct font size* | *Professional, neat and follows usual structure with headings and subheadings* | *All questions have been completed* | *Participated in role play, demonstrating only teamwork skills* | *Creates 10 or more open ended possible interview questions* | *Responds to at least 10 open ended interview questions* | *Interviewee includes three or more of the following aspects for the interview; punctual, dressed appropriately, confident, maintains good posture and makes eye contact* | *Evaluation of mock interview, describing of at least three positive and three negative aspects* | *Applies at least three strategies for improvement to second mock interview, improving from first interview* |
| **All questions have been completed related to social, cultural, environmental and economic factors** | **Addresses all criteria** | Speaks with volume and tone to interest audience and emphasise key points | Includes at least five examples, facts and/or statistics to support conclusions/ ideas with evidence | Raises audience understanding and awareness of most points | *Demonstrates purpose and details for position being applied for, describing qualifications/ education and experience* | *Includes at least three examples of transferable skills and/or promotes relevant skills, knowledge and qualifications* | *Answers at least 10 interview questions clearly* | *Describes three strategies for improvement* |
| Has created cue cards | Presentation is presented in a logical way, with a clear beginning, middle and end, with the use of headings and subheadings | *Spelling, punctuation and grammar used with reasonable accuracy* | *Spell, punctuate and use grammar with considerable accuracy* | *Uses appropriate language when answering all questions* |
| *Has applied feedback to improve cover letter* | *Has applied feedback to improve resume* |

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| **Satisfactory** | *More than half the questions have been completed related to transferable skills and employability* | Can discuss some issues within the community and possible strategies; however, it is not related to the topics covered | **Uses two or more reputable sources to collect information** | Uses eye contact more than half the time | Is able to answer most class questions with ease, without elaboration | Shows little of mixed feelings about the topic | *Standard appearance, not using the correct format, correct font size* | *Neat and demonstrates some structure in order to make sense* | *More than half the questions have been completed* | *Minimal participation in role play, needing prompting/ assistance from the team* | *Creates five or more possible interview questions, not all of which are open ended* | *Responds to at least five interview questions; however, the responses are not relevant to the chosen industry or question* | *Interviewee includes two or more of the following aspects for the interview; punctual, dressed appropriately, confident, maintains good posture and makes eye contact* | *Evaluation of mock interview, listing at least two positive and/ or two negative aspects* | *Applies one strategy for improvement to second mock interview, improving somewhat from first interview* |
| **More than half the questions have been completed related to social, cultural, environmental and economic factors** | **Addresses more than half the criteria** | Speaks with some variation in tone and volume | Includes at least two examples, facts and/or statistics to support conclusions/ ideas with evidence | Raises audience understanding and knowledge of some points | *Describes qualifications/ education and experience* | *Includes one examples of transferable skills and/or promotes relevant skills, knowledge and qualifications* | *Answers less than five of the interview questions* | *Lists two strategies for improvement* |
| *Spelling, punctuation and grammar used with sufficient clarity for the meaning to be understood* | *Resume contains some errors; however, makes sense* | *Mostly uses appropriate language when answering all questions; however, takes on more of an informal approach* |
| *Has applied more than half the feedback* | *Has applied more than half the feedback* |
| **Not yet satisfactory** | *Less than half the questions have been completed related to transferable skills and employability* | Can identify one issue within the community; however, it is not related to the topics covered | **Uses one reputable source to collect information** | Uses eye contact less than half the time | Is uncomfortable with information, only able to answer simple class questions | Shows no interest in the topic | *Messy in appearance, not using the correct format, incorrect font size* | *Is not neat and does not demonstrate structure* | *Less than half the questions have been completed* | *Physically present for role play; however, did not contribute to the team* | *Creates less than five ‘yes/no’ questions for interview* | *Does not provide any further elaboration to the yes/no answer questions* | *Interviewee includes one of the following aspects for the interview: punctual, dressed appropriately, confident, maintains good posture and makes eye contact* | *Evaluation of mock interview, listing at least one positive and/ or one negative aspect* | *Fails to apply any strategies for improvement, therefore not improving from first interview* |
| **More than half the questions have been completed related to social, cultural, environmental and economic factors** | **Addresses less than half the criteria** | Speaks with uneven volume and tone | Includes three pictures related to content in presentation | Fails to increase audience understanding of knowledge of topic | *Lists qualifications/ education and experience* | *Includes one skill and/or qualification* | *Answers one of the interview questions* | *Does not list any strategies for improvement* |
| *Spelling, punctuation and grammar contain errors and does not make sense* | *Resume contains lots of errors and does not make sense* | *Does not use appropriate language and gets distracted during interview process* |
| *Has applied less than half the feedback* | *Has applied less than half the feedback* |
| Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown |
| **Criteria** | **Set of structured questions** (*transferable skills and employability* and **social, cultural, environmental and economic factor**s) | **Class discussion (Note:** *WRS* **and PDS combined)** | **Research task** | **Delivery** | **Content/ organisation** | **Enthusiasm/ audience awareness** | **Cover letter** | **Resume** | **Set of structured questions (‘good’ vs ‘bad’ communication)** | **Role play participation** | **Interview questions** | **Responses to interview questions** | **Mock interview** | **Feedback applied to develop strategies** | **Second mock interview** |
| **Activity 4** | | | **Activity 4 – presentation** | | | **Activity 5** | | **Activity 6** | | | | **Activity 7** | | |
| NOTE:  **Bold – PDS**  *Italic – WRS* | | | | | | | | | | | | | | |