

Work Education

School Certificate grading

Schools are responsible for awarding each student studying Work Education a grade (A, B, C, D, or E) to summarise the student's achievement in any 100 hour or 200 hour course completed in Stage 5. The grade awarded is reported on the student's School Certificate record of achievement.

From 2006, teachers will use these Stage 5 course performance descriptors to determine School Certificate grades for Work Education. The descriptors have been developed from the Board's general performance descriptors, and provide a more complete description of typical performance in this course at each grade level.

Determining School Certificate grades

Teachers should follow their school's procedures for the allocation of School Certificate grades.

During the course teachers collect information on the achievement of each student. To allocate a grade to a student at the end of the course, teachers make a judgement as to which grade descriptor best describes the achievement of that student.

Values and attitudes are an integral part of learning. However, information on students' values and attitudes is not to be used in determining grades.

Assessment activities

In developing and selecting assessment activities for the purpose of determining School Certificate grades, teachers will use a range of different assessment activities or tasks. The assessment activities should reflect the relative emphasis the school's programs place on the various aspects of the course.

Where activities or tasks are scheduled throughout a course, greater weight for grading purposes would generally be given to those activities or tasks undertaken towards the end of the course. There are different ways of organising the teaching/learning program for a course.

The scheduling of assessment activities and the weightings applied should reflect the school's organisation of the course. Students should be given the opportunity to demonstrate their maximum level of achievement relative to the course performance descriptors.

Applying the course performance descriptors

Teachers should use their professional judgement in applying the course performance descriptors. It is not intended that the course performance descriptors represent a checklist, or provide a comprehensive description of student performance at each grade level. The descriptor that provides the best overall description of the student's achievement will determine the grade awarded.

Teachers should interpret the course performance descriptors in terms of standards that can be achieved by School Certificate students within the bounds of the course.

The samples of student work that are provided on the Assessment Resource Centre website clarify the standards described in the course performance descriptors. They illustrate the quality of work typically produced by students who receive each grade.

Assessment for learning

Assessment for learning is described in detail in the assessment section of the Work Education syllabus. It involves using assessment activities or tasks as a regular part of the teaching and learning process to clarify students' understanding of concepts, to remedy their misconceptions, and to support their further learning and the development of deeper understanding.

All assessment activities can be used to support learning, and to provide feedback to students that enables them to actively monitor and evaluate their own learning.

Stage 5 Course Performance Descriptors – Work Education

Areas for Assessment

Knowledge of the world of work

Knowledge and understanding of the world of work including the roles of education, employment and training, and relationships between sectors in the community
Skills in employability, enterprise, pathways planning, research and communication

Skills for the world of work

Grade E	Grade D	Grade C	Grade B	Grade A
<p><i>A student performing at this grade typically:</i></p> <ul style="list-style-type: none"> demonstrates elementary knowledge and understanding of the world of work including changes in the nature of work and current workplace issues. identifies some roles and responsibilities of individuals, organisations and sectors within the local and broader Australian community, and recognises some relationships between them. recognises some roles of education, employment and training organisations and with assistance, constructs personal goals and pathway plans linked to a basic understanding of these systems. recognises some personal skills, knowledge, values and attributes, including employability and enterprise skills, that lead to effective participation in work and society. displays very limited research skills, outlines their findings and, with guidance, communicates information using oral or written or other forms. 	<p><i>A student performing at this grade typically:</i></p> <ul style="list-style-type: none"> demonstrates basic knowledge and understanding of the world of work including changes in the nature of work and current workplace issues. outlines roles and responsibilities of individuals, organisations and sectors within the local and broader Australian community, and describes some relationships between them. identifies roles of education, employment and training organisations, and constructs personal goals and pathway plans linked to an understanding of these systems. identifies personal skills, knowledge, values and attributes, including employability and enterprise skills, that lead to effective participation in work and society. displays basic research skills, describes their findings and communicates information using oral and written and/or other forms. 	<p><i>A student performing at this grade typically:</i></p> <ul style="list-style-type: none"> demonstrates sound knowledge and understanding of the world of work including changes in the nature of work and current workplace issues. defines and assesses roles and responsibilities of individuals, organisations and sectors within the local and broader Australian community, and examines the relationships between them. describes the roles of education, employment and training organisations, and constructs personal goals and pathway plans based on a clear understanding of these systems. describes and develops personal skills, knowledge, values and attributes, including employability and enterprise skills, that lead to effective participation in work and society. displays sound research skills, interprets their findings and communicates information using oral and written and/or other forms. 	<p><i>A student performing at this grade typically:</i></p> <ul style="list-style-type: none"> demonstrates thorough knowledge and understanding of the world of work including changes in the nature of work and current workplace issues. defines and assesses roles and responsibilities of individuals, organisations and sectors within the local and broader Australian community, and explains the relationships between them. investigates the roles of education, employment and training organisations, and constructs detailed personal goals and pathway plans based on a substantial understanding of these systems. analyses and develops personal skills, knowledge, values and attributes, including employability and enterprise skills, that lead to effective participation in work and society. displays well-developed research skills, analyses their findings and communicates information for a range of audiences, using oral, written and other forms. 	<p><i>A student performing at this grade typically:</i></p> <ul style="list-style-type: none"> demonstrates detailed and extensive knowledge and understanding of the world of work including changes in the nature of work and current workplace issues. evaluates roles and responsibilities of individuals, organisations and sectors within the local and broader Australian community, and assesses the relationships between them. independently investigates the roles of education, employment and training organisations, and constructs detailed personal goals and pathway plans based on a thorough understanding of these systems. evaluates and develops personal skills, knowledge, values and attributes, including employability and enterprise skills, that lead to effective participation in work and society. displays highly developed research skills, evaluates their findings and effectively communicates information for a range of audiences, using oral, written and other forms.

General performance descriptors

The general performance descriptors describe performance at each of five grade levels:

- A The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
- B The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
- C The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
- D The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
- E The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

Areas for assessment

The areas for assessment for Work Education provide a framework for structuring an assessment program, and may be used for reporting student achievement. They are derived from the course objectives, and are linked to the course outcomes. They can be used as organisers for assessment of student achievement.

Good assessment practice involves designing quality assessment activities that enable students to demonstrate their achievements. Teachers can use the areas for assessment when designing an assessment

activity, to ensure it is assessing performance in relation to a grouping of outcomes.

In designing the assessment schedule for a course, teachers may find it useful to map each planned assessment activity to one or more of the areas for assessment. This allows teachers to ensure that assessment can occur across the year in a manageable way. The table below gives an example of how this planning could be done.

Sample Areas for Assessment	Sample Assessment Activities (with weightings)			
	Document Study* 10%	Oral Report* 20%	Common Test* 35%	Research Project* 35%
Knowledge and understanding*	✓	✓	✓	
Investigating and researching*	✓			✓
Communicating*	✓	✓	✓	✓
Interpreting data*		✓	✓	✓
Problem solving*		✓	✓	

* These sample areas for assessment and activities are provided for illustrative purposes only.

Resources and further information

The *Assessment Resource Centre* is a section of the Board of Studies' website that contains resources that have been developed by the Board to support teachers in the awarding of grades for the School Certificate from 2006. For most Stage 5 courses, there are assessment activities, and work samples that illustrate the standard of work associated with each grade.

The *Work Education Years 7–10 Syllabus* (2003) contains information on assessment (page 65) – including the principles of assessment for learning – and provides a detailed list of assessment strategies (page 68) that are suitable for Work Education. It is available on the Board's website at www.boardofstudies.nsw.edu.au/syllabus_sc/index.html

The *Assessment for Learning in a Standards-referenced Framework – Work Education* CD-ROM contains a variety of material, including assessment activities for Work Education with annotated work samples. Copies of this CD-ROM were provided to all schools, and are available from Shop Online (<http://shop.bos.nsw.edu.au>).

Inquiries about the use of these course performance descriptors should be directed to the Assessment and Reporting branch at the Office of the Board of Studies on (02) 9367 8371, or by email to CustomerLiaison@boardofstudies.nsw.edu.au