**Assessment Type:** 4 - Investigation

**Name of Assessment:** Investigation (Practical)

**Weighting:** 30%

**Assessment Criteria**

**KU** 1,2 **A**1 **IA** 1, 2 **RE** 1

**Description**

This task involves completing a **practical investigation**, where you **complete a practical task, product or service related to work and the workplace**. Your investigation will involve setting an aim, completing investigation and analysis (research), planning, delivering your practical task and evaluating the process. This needs to be documented in a report, which can be presented in a range of formats. It can include documentation such as working drawings, site photographs, sketches, charts, designs, operational procedures, processes, and brochures. Each item should be attached throughout your report as an appendix (appendix 1 etc). You must negotiate what you will be doing with your teacher.

**Assessment Components and Format**

**Practical Investigation:**
Introduction, Investigation and Analysis, Planning, Practical, Evaluation and Conclusion

* 2000 Words Max.
* 12 Minutes Oral
* 12 Minutes Video Journal

**What to do**

1. Read your **Practical Investigation Guide.** This will help you to begin your investigation.
2. Brainstorm an ideausing template.
3. Discuss your idea with your teacher.
4. Complete overview.
5. Complete the Planning your Investigation and Analysis sheet.
6. Begin planning and research. Document each step in your report.
7. Complete your practical (eg running school Cafe).
8. Document what happened in your report.
9. Write an evaluation and conclusion.
10. Hand up final draft to your teacher.

**Due Date:**

**Assessment Criteria** (Performance Standards)

|  | Knowledge and Understanding | Application | Investigation and Analysis | Reflection and Evaluation |
| --- | --- | --- | --- | --- |
| A | Comprehensive understanding at an advanced level of knowledge, skills, and competencies appropriate to the relevant industry.Perceptive understanding and insightful explanation of broad concepts and issues related to industry and work. | Highly proficient and innovative application of a range of generic work skills and, where relevant, extensive industry knowledge in the workplace or a work-related context.Perceptive application of highly relevant knowledge and skills in the context of an industry workplace.*Where VET is included, units of competency must have been successfully achieved; the student must have demonstrated competency as assessed by the relevant RTO.* | Perceptive and well-informed analysis of the relationships between a range of work-related issues, tasks, and practices in the workplace.Thorough, detailed, and well-informed investigation of the dynamic nature of a range of work-related and workplace issues, tasks, cultures, and/or environments locally, nationally, and/or globally. | Thorough and insightful reflection on a range of learning experiences in/about an industry, with in-depth self-evaluation. |
| B | Well-informed understanding of knowledge, skills, and competencies appropriate to the relevant industry.Clear understanding and well-informed explanation of broad concepts and issues related to industry and work. | Proficient application of a range of generic work skills and, where relevant, broad industry knowledge in the workplace or a work-related context.Well-considered application of relevant knowledge and skills in the context of an industry workplace.*Where VET is included, units of competency must have been successfully achieved; the student must have demonstrated competency as assessed by the relevant RTO.* | Well-informed analysis of the relationships between a range of work-related issues, tasks, and practices in the workplace. Detailed and informed investigation of the dynamic nature of a number of work-related and workplace issues, tasks, cultures, and/or environments locally, nationally, and/or globally. | Detailed and considered reflection on a number of learning experiences in/about an industry, with some in-depth self-evaluation. |
| C | Informed understanding of knowledge, skills, and competencies appropriate to the relevant industry.General understanding and informed explanation of broad concepts and issues related to industry and work.  | Appropriate application of selected generic work skills and, where relevant, industry knowledge in the workplace or a work-related context.Considered application of most of the relevant knowledge and skills in the context of an industry workplace.*Where VET is included, units of competency may have been successfully achieved; the student may have demonstrated competency as assessed by the relevant RTO.* | Informed analysis of the relationships between a number of work-related issues, tasks, and practices in the workplace.Informed investigation of the dynamic nature of some work-related and workplace issues, tasks, cultures, and/or environments locally, nationally, and/or globally. | Some considered reflection on learning experiences in/about an industry, with some self-evaluation. |
| D | Recognition of knowledge, skills, and/or competencies appropriate to the relevant industry.Some understanding and description of aspects of broad concepts and issues related to industry or work. | Attempted application of selected generic work skills or, where relevant, some industry knowledge in the workplace or a work-related context.Attempted application of some knowledge and skills in the context of an industry workplace.*Where VET is included, units of competency may have been successfully achieved; the student may have demonstrated aspects of competency as assessed by the relevant RTO.* | Description of the relationship between some aspects of work-related issues, tasks, or practices in the workplace.Attempted investigation of some aspects of the nature of work-related and/or workplace issues, tasks, or cultures, or environments. | Some reflective description and attempted evaluation of learning experiences in/about an industry. |
| E | Limited recognition of knowledge, skills, or competencies appropriate to the relevant industry.Recall of some aspects of broad concepts or issues related to industry or work. | Attempted application of one or more generic work skills or, where relevant, limited industry knowledge in the workplace or a work-related context.Identification of limited knowledge and skills in the context of an industry workplace.*Where VET is included, units of competency may have been successfully achieved; the student may have demonstrated limited aspects of competency as assessed by the relevant RTO.* | Identification and attempted description of one or more work-related issues. Emerging recognition of one or more aspects of the nature of work-related or workplace issues or environments. | Recall of some learning experiences in/about an industry. |

*This task has been used with the kind permission of Jason Schutt, Norwood Morialta High School*.

**Task Guide

About this task and guide**

This guide will help you to structure your Practical Investigation. It is just a *guide* to help you get started and structure your investigation. You do not need to completely follow this, but you must make sure you cover all of the task requirements.

In this assignment you have to choose a practical, work related task that you want to complete. You shouldn’t know how to complete the task. The aim is to research how to complete the task, by gaining information from primary (interviews, surveys) and secondary (websites, books, articles) sources, and then analysis this information. You then plan your task, complete the task and finally, write a conclusion and evaluation.

**Choosing a Topic and Practical Task**

1. It should relate to an industry you’re interested in and/or your work experience. It has to be a work related task!
2. It should be something you don’t know much about.
3. It should be achievable, yet challenging. So something that is hard, but not impossible.
4. It must allow you to develop and demonstrate a range of **skills, knowledge and competencies.** So you should be able to explain what you know (knowledge) and the things you are able to do (skills and competencies).
5. Choose a topic that you are interested in and will enjoy!
6. Some examples: *Wedding Invitations. Servicing a Car. Wedding Photography. Running an Event in the Coffee Bar. Coaching Session.*

**How to structure your investigation
Include the sections below:**

1. **Cover Page** (SACE Cover Page)
2. **Overview** (Aim, Industry Focus, Objectives, Outline)
3. **Investigation and Analysis** (Research from range of primary and secondary sources)
4. **Planning** (Documenting the organising of your practical)
5. **Practical** (Documenting your practical)
6. **Evaluation and Conclusion**
7. **Word Count**
8. **Reference List**
9. **Appendices**

**Tips**

* Always write about the skills, knowledge and competencies you have learnt and are demonstrating.
* Make sure you discuss **issues** that you come across. Issues when completing your practical & planning and definitely issues **relating to your industry.**
* **DO NOT include your name, school name or your teacher’s name.**

**Cover Page**

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**1. Overview (250 Words)**

**Aim:**Write your aim for your investigation. It should be a short statement explaining what you want to achieve.
*EG To organise and run my own café, selling various products to staff and students.*

**Industry Focus:**What industry will you be focussing on in this investigation?
*EG* *Hospitality.*

**Objectives:**In this section, write your objectives or goals for this task in dot point form. Your objectives should be what you want to learn from completing this investigation.

* *EG To gain management skills involved in the hospitality and retail industry.*

**Overview:**1-2 Paragraphs providing an overview of your Practical Investigation. Paragraphs, not dot points.

* Why have you chosen this industry as your focus?
*If possible, explain how it relates to your future pathways, aspirations and your vocational learning.*
* Explain your aim/objective. Why have you chosen this as your aim? What do you want to do? Why?
* What do you want to achieve? What are your goals? What do you want to learn? What skills and knowledge do you want to gain? Why?
*Expand on your objectives.*
* Write about how completing this task might help you for the future. What skills, knowledge and competencies will you gain? How?

**2. Investigation and Analysis (600 Words)**

**How this section is structured**This section isn’t about copying and pasting all of your research. You won’t actually put any of your research in here, you will be **analysing it** and **referencing the information.**

**How to divide your research**

* Divide your research and planning into sections. You could have sections for major sources (e.g. interview with…) where you include one source, or major areas of research (e.g. Parts of the Holden Commodore) where you include a range of sources.
* Each section should be titled and numbered (2.1 onwards).
* Plan your sections before completing your research. This will help with your research.
* You should write approximately 100-150 words under each heading.

**Analysis**

* Once you have organised your sections, complete your research.
* Under each title you must complete analysis, where you analyse your sources and document your learning (what you learnt from your research and how it will help you complete your practical).

***Appendices***The research and information you gather from primary sources will be attached as appendices.If you have made anything (EG an interview) you need to attach it as an **Appendix.** This will be written as: My Interview is attached as Appendix 1.

* You should have a approximately **6 Sections/items**!
* Use **Terminology (names of parts, products, procedures, tasks etc)**
* **Make sure you use correct referencing!**

**3. Planning (300 Words)**

**How this section is structured**This section is about using your **Investigation and Analysis** to plan your practical task.

**How to divide your planning into sections**

* Like the previous section (I&A), divide your planning into sections. Do this by dividing your planning into parts e.g. booking the venue, interviewing client, advertising the event.
* It could include images with comments and annotations.
* Plan your sections before completing your planning.

***Appendices***Any of the major items you produce (e.g. posters, menus) should be listed as appendices.This will be written as: My Poster is attached as Appendix 1.

* You should have a approximately 5 **Sections/items**!
* Use **Terminology (names of parts, products, procedures, tasks etc)**
* **Make sure you use correct referencing!**

**4. Practical (150 Words)**

***Important Info!*** *The person who marks your work will not actually see you complete your practical! So in this section, you need to include photos of the major parts of your practical and explain them.*

*This section is just about providing evidence of your practical and explaining what you did.* ***DO NOT evaluate anything (EG this didn’t work as I had planned). You will do this in your next section.***

* **Photos of major steps/parts of practical** (EG serving customers, making coffee, sanding timber, painting wall).
* **Comments/annotations** for each photo explain what happened.
* **1 Paragraph** explaining what you did for your practical. When you did it, duration, location and explain/summarise what happened. Remember **not to include any evaluation**.
* **REMEMBER this section is just a record of your practical!**

*Avoid comments such as “Overall I enjoyed this.” “I had fun.”*

**5. Evaluation and Conclusion (500 - 600 Words)**

In this section you will evaluate and reflect on the entire process – investigation and analysis, planning and completing the practical. Make sure you use **Terminology (names of parts, products, procedures, tasks etc).** Below is a suggested structure for your evaluation and conclusion:

**1. Reflection of Practical:** Critically discuss, evaluate and reflect on your practical.

**2. Evaluation of Investigation and Planning:** Critically discuss and evaluate the investigation and planning stages of your practical.

**3. Industry Issues, tasks and practices**

**4. Evaluation of this task in relation to: your vocational learning and/or career pathways. Knowledge, Skills and Competencies**

**5. Conclusion**

**5. Word Count**

**6. Reference List**

**7. Appendices**