

RESPECT | RESPONSIBILITY | PERSONAL BEST

Faculty: English	Course: Year 11 English Life Skills
Teacher/s: Mrs Sutherland	Email: kylie.sheaves@det.nsw.edu.au
Task Number: 1	Task Title: Resume and Interview
Weighting: N/A	Due Date: Week 8 - Term 1 Monday 18/3/24

Syllabus Outcomes Assessed - Life Skills

- ENLS6-1 A student communicates in a range of everyday contexts for familiar audiences and purposes.
- ENLS6-6 A student composes texts for a variety of purposes and audiences in a range of modes.

21st Century and Employment Related Skills

<input checked="" type="checkbox"/>	Communication	<input checked="" type="checkbox"/>	Use of Technology
<input checked="" type="checkbox"/>	Critical Thinking	<input checked="" type="checkbox"/>	Self-Reflection and Refinement
<input type="checkbox"/>	Creativity	<input checked="" type="checkbox"/>	Problem Solving
<input type="checkbox"/>	Collaboration	<input checked="" type="checkbox"/>	Initiative and Enterprise
<input checked="" type="checkbox"/>	Planning and Organisation	<input type="checkbox"/>	Cross-Cultural Understanding

Time Allowed The theory component of this task will be completed during lessons allocated by the classroom teacher.

Assessment Criteria (Resume)

You will be assessed on your ability to:

- compose a workplace text including a resume for a job interview.

Assessment Criteria (Mock Interview)

You will be assessed on your ability to:

- respond to questions in familiar and unfamiliar contexts.

Submission Instructions

You are required to submit a hard copy **AND** an electronic version of your resume. The hard copy is to be submitted to the library **prior to 8.15am on Monday 18th March**. The electronic copy of your resume is to be submitted prior to on **Monday 18.3.24**

A Google classroom has been created for your electronic task submission: the code is **cwh3ah4**
Interviews will take place during your scheduled English lessons in Weeks 8 and 9.

Task Description: The assessment task for this module aims to prepare you for your future in the workforce.

PART A: Resume

1. You are required to find a job advertisement for a position that is relevant to your career goals. The position that you are applying for will be the focus of your application and mock interview.
2. It is compulsory to include a copy of the job advertisement and its link with your assessment task. Your teacher will provide a cover sheet for you to fill out and attach to your task.
3. You are required to create a resume that specifically applies for the position identified above. Your application needs to outline your relevant qualifications and work history. Your classroom teacher will provide a scaffold for you to use.
4. The resume component of the task needs to adhere to the following guidelines:
 - The resume can be a maximum of two (2) pages (excluding the cover page)
 - All written components MUST use either Arial or Calibri in a 12 point font
 - All written components MUST have a margin of 0.5 (inches)
 - All written components MUST use 1.15 line spacing

PART B: Mock Interview

1. You will participate in a mock interview for the position that you have selected.
2. Your classroom teacher will provide you with a scheduled interview time.
3. You will be issued with the questions that you will be required to answer and allocated eight (8) minutes to prepare your responses.
4. Your interview will commence after the eight (8) minute preparation time and will go for approximately eight (8) minutes.
5. Please note, as with any job interview, appearance is important, you are expected to wear FULL school uniform.

Marking Guidelines (Resume)	Achieved	Achieved with Support	Not Achieved
<ul style="list-style-type: none">• Creates a relevant and effective resume that is written for a particular purpose, audience and context.• Grammatical features are used to link ideas and information• Language choices are appropriate for purpose and audience			
<ul style="list-style-type: none">• Non-attempt or non-serious attempt	N		

Marking Guidelines (Mock Interview)	Achieved	Achieved with Support	Not Achieved
<ul style="list-style-type: none">• Responds to interview style questions• Appropriate personal presentation (including full school uniform, make-up that is fit for purpose, clean and tidy hair etc)			
<ul style="list-style-type: none">• Non-attempt or non-serious attempt	N		

Year 11 MOCK INTERVIEW SCHEDULE - TASK 1

Monday 18th March DUE DATE			
Wednesday 20th March - Period 2			
1	BAIGENT Madden	4	MARTIN Haylei
2	BARAKAT Jai	5	HESLING Kyden
3	BEMAN Zeplin	6	MILLAR Ty
Thursday 21st March - Period 1			
1	BENTZEN Diahanne	4	NOBLE Montanna
2	BOWERS Steph	5	O'NEIL WILLIAMS Blake
3	CAMERON Joshua	6	PEARSON Skye
Friday 22nd March - Period 3			
1	DIMOVSKI Alexander	4	REID Jesse
2	DRIES Akeisha	5	RENSHAW Benjamin
3	DYBALL-HODGSON Jaiden	6	STOPPANI Jai
Monday 25th March - Period 4			
1	EDWARDS John	4	WILLIAMS Tenika
2	FAULKS Caitlin	5	WILLIS Raven
3	FLEMMING Sean	6	WOODS Hayden
Tuesday 26th April - Period 3			
1	FROST Jessica	4	MALINOWSKI Amelia
2	HARPER Chloe	5	MARSHALL Kailie
3	HARVEY Rachel	6	LEVASA Dyrius
Thursday 27th April - Period 2			
1	KINNANE Reygahn	4	
2	McALPINE Taleah	5	
3	LOVE Isabell	6	