

CAREER AND LIFE PLANNING Level 2

Common Assessment Task

Work Requirements:

This task could be used as a component of work requirement 3 – Digital Portfolio:

- evidence of clear communication

Assessment Type:

Reflective response

Criteria being assessed:

- Criterion 1 – elements 1, 4 and 6

Suggested conditions:

- This task should take learners no more than 2.5 hours in total.
- Responses should be between 250-500 words.
- This task requires an individual response by each learner.

Task Description:

You will share some information about yourself that will help your teacher to better understand and support your career goals this year.

The task may be introduced by the teacher in the following ways:

- review the format of a formal letter (possibly providing a template, or coach you to select from pre-loaded templates in a word processing application)
- workshop each section of the task, with teacher explanation, teacher modelling, peer modelling, working in pairs to complete the task
- provide some sentence stems for each section, and vocabulary lists, for example a list of values.

What you need to do:

This task requires you to write a letter to your Career and Life Planning teacher. Your letter should include:

- an introduction
- your interests and passions
- your values
- a reflection on your career assessment results from this unit
- areas for improvement and what you plan to do to improve these skills
- a description of your current approach to health and wellbeing

- any further goals relating to your self-care plan
- anything else you feel it is important for them to know about you.

Teacher use only - What needs to be submitted for assessment?

Learners respond to the questions in a separate word-processed document. Responses between 250-500 words.