



## Student Assessment

for inclusion of

## Australian Business Week

as a recognised study on the

Western Australian Certificate of Education

### Student Details

Last Name:	
Given Names:	
Date of Birth: yyyy-mm-dd	
Sex:	
Year:	
Enrolment date: (the date on which student began participating in the program)	
Completion date: (the date on which student successfully completed the program. Leave blank if student discontinues the program)	
Result:	

**Areas of individual student involvement during program:**

<b>Area</b>	<b>Involvement</b>
Company Role / Position	
Simulation	
Written Report	
Oral Presentation	
Video Advertisement	
Trade Display	
Leadership	

Comments:

## Employability Skill 1

### Communication Skills

<b>Level A</b>	<b>Level B</b>	<b>Level C</b>
Without ABW mentor guidance, a student can:	Without ABW mentor guidance, a student can:	Without ABW mentor guidance, a student can:
communicate ideas and information clearly and accurately all of the time	communicate ideas and information clearly and accurately most of the time	communicate ideas and information clearly and accurately some of the time
communicate information, ideas and concepts about the ABW simulation to team at appropriate times	communicate information and ideas about the ABW simulation to team	collect and communicate information about the ABW simulation for company meetings
effectively communicate to team information, concepts and ideas on video commercial and trade display, and for writing of report	communicate to team information and ideas on video commercial and trade display, and for writing of report	collect and communicate to team available information on video commercial and trade display, and for writing of report
effectively communicate new product concept through commercial and trade display with impact on audience	effectively communicate new product concept through commercial and trade display	communicate new product concept through video commercial and trade display
effectively communicate information, concepts and achievements to readers of written report and through oral report to invited audience	communicate information, concepts and achievements to readers of written report and through oral report to invited audience	communicate information to readers of written report and through oral report to invited audience
demonstrate high level writing skills	demonstrate competent writing skills	demonstrate writing skills
fluent use of mathematical ideas and techniques to report on company achievements	competent use of mathematical ideas and techniques to report on company	use mathematical techniques and solve problems where required to report on company achievements
demonstrate high level speaking skills	demonstrate competent speaking skills	demonstrate speaking skills
where appropriate, respond to requests for advice to assist others to communicate effectively	where appropriate, respond to requests for advice	where appropriate, seek clarification and advice

## Employability Skill 2

### Team work skills

<b>Level A</b>	<b>Level B</b>	<b>Level C</b>
Without ABW mentor guidance, a student can:	Without ABW mentor guidance, a student can:	Without ABW mentor guidance, a student can:
cooperate and participate; and takes responsibility and facilitates group discussions and activities most of the time	cooperate and participate in group discussions and activities most of the time	cooperate and participate in group discussions and activities some of the time
effectively lead and motivate team through planning and organising company meetings during simulation, and on video commercial, trade display and oral report	effectively work with others in team during simulation, and on video commercial, trade display and oral report	cooperate with others in team during simulation, and on video commercial, trade display and oral report
demonstrate improvement in group participation and leadership skills	seek improvement in group participation and group dynamics	understand the need to seek improvement in group participation and group dynamics
identify changed conditions in group structures and relationships and facilitate processes to respond constructively to major changes	understand changed conditions in the group and help the leaders to respond constructively	work within the group and understand the value of working well in a team

### Employability Skill 3

#### Problem-solving skills

<b>Level A</b>	<b>Level B</b>	<b>Level C</b>
Without ABW mentor guidance, a student can:	Without ABW mentor guidance, a student can:	Without ABW mentor guidance, a student can:
define and solve complex business problems arising from the simulation, including the assessment of balance sheets and profit / loss statements, and calculation of share price	competently solve business problems arising from the simulation including the assessment of balance sheets and profit / loss statements	solve business problems arising from the simulation where required
fluently use mathematical ideas and techniques to make company decisions	competently use mathematical ideas and techniques to make company decisions	use mathematical techniques where required
define and solve creative and technical problems at a high level during the making of the video commercial, in preparation for the trade display and in writing and presenting of report	competently solve creative and technical problems during the making of the video commercial, in preparation for the trade display and in writing and presenting of report	solve creative and/or technical problems where required during the making of the video commercial, in preparation for the trade display and in writing and presenting of report

### Employability Skill 4

#### Initiative and enterprise skills

<b>Level A</b>	<b>Level B</b>	<b>Level C</b>
Without ABW mentor guidance, a student can:	Without ABW mentor guidance, a student can:	Without ABW mentor guidance, a student can:
contribute original ideas and participate in brainstorming most of the time	contribute to ideas and participate in brainstorming most of the time	contribute to ideas and participate in brainstorming some of the time
use insightful analysis to make company decisions in the simulation	use routine analysis to make company decisions in the simulation	collect relevant information to make company decisions in the simulation
evaluate ideas and expand ideas by researching and adapting from other information most of the time	evaluate ideas and expand ideas by researching and adapting from other information some of the time	understand the need to evaluate ideas

## Employability Skill 5

### Planning and organising skills

<b>Level A</b>	<b>Level B</b>	<b>Level C</b>
Without ABW mentor guidance, a student can:	Without ABW mentor guidance, a student can:	Without ABW mentor guidance, a student can:
collect, organise and easily access all available information including previous company results	collect and organise available information including previous results for meetings	collect and communicate information for company meetings
set targets in levels of production, staffing numbers, marketing budgets, prices, advertising; then consider, select and use strategies to achieve targets	set targets and use strategies to achieve them	assist set targets and understand strategies to achieve them
effectively lead team through planning and organising company meetings and activities; distribute assignments and tasks necessary to meet company objectives	plan and organise company meetings and individual activities	organise activities at individual level
collect, organise and access all available information about making of video commercial and setting up trade displays	collect, organise and communicate available information about making of video commercial and setting up trade displays	collect and communicate available information about making of video commercial and setting up trade displays
effectively lead and motivate team in planning storyboard, script, props and rehearsals, and in planning trade display including organising the collection and preparation of materials	plan and organise storyboard, script, props and rehearsals, and plan and organise trade display including collection of materials, at individual and team level	organise activities at individual level
identify changed conditions and adapt plans to respond constructively to major changes	identify changed conditions and adapt plans to meet changes	identify conditions and understand with explanation to plan and organise

## Employability Skill 6

### Self-management skills

<b>Level A</b>	<b>Level B</b>	<b>Level C</b>
Without ABW mentor guidance, a student can:	Without ABW mentor guidance, a student can:	Without ABW mentor guidance, a student can:
participates willingly and enthusiastically in all activities and takes responsibility for most activities	participates willingly and enthusiastically in all activities and takes responsibility for some activities	participates willingly and enthusiastically in most activities
responsibly manage activities within proposed times	help to manage activities within proposed times	understand the need to complete activities within proposed times
work independently all of the time	work independently most of the time	complete tasks with some guidance

## Employability Skill 7

### Learning skills

<b>Level A</b>	<b>Level B</b>	<b>Level C</b>
Without ABW mentor guidance, a student can:	Without ABW mentor guidance, a student can:	Without ABW mentor guidance, a student can:
plan, reflect on, and direct own learning, knowing when to seek assistance from ABW mentors, peers, the ABW manual and technology including the ABW simulation	plan own learning, knowing when to seek assistance from ABW mentors, peers, the ABW manual and technology including the ABW simulation	seek assistance from ABW mentors, peers, the ABW manual and technology including the ABW simulation
apply strategies to persist with and learn from problems independently and collaboratively	persist with and learn from problems independently and collaboratively	learn from problems independently and / or collaboratively
exhibit knowledge and insights, and motivation and enthusiasm for learning, about running a business	exhibit some knowledge, and enthusiasm for learning, about running a business	show a willingness to learn about running a business

## Employability Skill 8

### Technology skills

<b>Level A</b>	<b>Level B</b>	<b>Level C</b>
Without ABW mentor guidance, a student can:	Without ABW mentor guidance, a student can:	Without ABW mentor guidance, a student can:
appropriately choose and effectively use available technology including calculators for company decisions in simulation	competently use available technology including calculators for company decisions	use available technology including calculators where required for company decisions
appropriately choose and effectively use available technology for trade display and video commercial	competently use available technology for trade display and video commercial	use available technology where required for trade display and video commercial
appropriately choose and effectively use available software and hardware for report preparation and oral presentation	competently use available software and hardware for report preparation and oral presentation	use available software and hardware where required for report preparation and oral presentation



## Assessment Summary

<b>Skill #</b>	<b>Skill</b>	<b>Standard</b>
1	Communication Skills	
2	Teamwork Skills	
3	Problem-solving Skills	
4	Initiative and Enterprise Skills	
5	Planning and Organising Skills	
6	Self-management Skills	
7	Learning Skills	
8	Technology	

<b>OVERALL ACHIEVEMENT:</b>	
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### Standards required to determine successful completion

Overall achievement is reported on a scale Distinction, Merit, Credit, Satisfactory, No Award, Withdrawn.

The final award is determined from achievement (at level A, B or C using descriptors) in each of the eight skill groupings of the national Employability Skills Framework

The minimum requirements for an award in ABW Enterprise Education are as follows:

Distinction	six A levels, two B levels
Merit	Three A levels, three B levels, two C levels
Credit	five B levels, three C levels
Satisfactory	seven C levels
No Award	fewer than seven C levels, or did not participate in all components
Withdrawn	did not attend full program

