

## Employment Studies EMS 212 COURSE STATEMENT 2009

### *General Aims*

- ❑ *To develop self awareness and personal confidence*
- ❑ *To develop the qualities and values that are necessary for success in the world of work*
- ❑ *To develop a knowledge of rights and responsibilities in the work place, and work place law*

There will be **13 Level 2** Unit Standards available worth a total of **33** credits which will be able to be counted towards NCEA level two and towards the National Certificate of Employment Skills.

**All learning shapes us as people, some of the learning in this class will not be formally assessed but this does not mean that it is not a valuable exercise that will contribute to your personal development.**

A work experience placement of 3 – 5 days is offered as part of this course.

### **Assessment**

As only Unit Standards are assessed, all assessment is internal.

Assessment activities will take a variety of forms including oral presentations, open book tests, assignment work, teacher and peer observation and project work. Classroom tests will not be longer than 50 minutes in duration. The nature of some of the Core Generic Unit Standards requires that they be assessed over a period of time. In some instances this extends to a period of weeks.

### **Authentication of Student Work**

All assignments completed outside class time must be the student's own work and students will be expected to put their signature on the cover sheet as a declaration of authenticity. Issues associated with authenticity will be referred to the Principals Nominee (Ms Lynch term 1, or Mrs. Butler terms 2 - 4)

### **Absence Authorisation Reassessment and Appeal Procedures**

Absence authorisation for missed assessments or scheduled submission dates will be in keeping with the school wide assessment policy.

Usually there will be one opportunity provided for students to be reassessed in those elements of the Unit Standards that they do not achieve on their first attempt.

Any queries about assessment decisions must be made to the class teacher at the time the assessment is handed back. Any dispute over the result of a Unit Standard assessment will be investigated the Principal's Nominee, (Ms Lynch term 1, or Mrs. Butler terms 2 - 4.) Formal appeals should be made within one week of receiving a result. Work done using pencil or "twink" cannot be considered for an appeal.

### **Storage of Student Work**

All work associated with assessment activities will be stored in the Careers Department office and will be available to students on request. Work is stored until it is no longer required for moderation purposes and assessment security.

### **Recording and Verification of Results**

The class teacher will hold a master copy of results, but students should keep their own record on the tracking sheet provided. Throughout the year students will be asked to sign a record sheet to verify their results before they are submitted to NZQA.

## Course Content

### Term 1: Skills for personal growth and learning.

*Developing key competencies: managing self, relating to others and thinking.*

*Developing values: excellence, inquiry, curiosity and respect.*

#### Topics

*Assertive behaviour, Skills for learning, Problem Solving*

### Term 2: Workplace law, values for the workplace, work experience opportunity.

*Developing key competencies: managing self, relating to others, using text, participating and contributing.*

*Developing values: excellence, inquiry, curiosity, equity, integrity and respect.*

#### Topics

*Work place law, Personal presentation for the work place, Interviews, CVs, Work experience*

### Term 3: Researching options for ones own future, communicating with other cultures

*Developing key competencies: managing self, relating to others, using text, participating and contributing.*

*Developing values: excellence, inquiry, curiosity, respect, and diversity.*

#### Topics

*Career planning research, Communicating with other cultures, Reading texts to gain knowledge*

### Term 4: Independent living, implications of living away from home

*Developing the key competencies: managing self, relating to others, participating and contributing.*

*Developing the values: excellence, inquiry, integrity, and respect*

#### Topics

*Independent living, Tenancy law, Consumer law*

## EMS 222 Student Record Sheet

*This sheet is to be filled out each time you receive assessment results*

A = Achieved

N = Not Achieved

### Term 1

Date	No, Version	Name of Standard	Credits	Assessment type	Result&Verification
Week5	1299 V5	Be assertive in specified situations	4	Practical & written	
Week 8	7117 V3	Produce a plan to enhance own learning	2	Written	
	7119 V3	Describe memory processes	1	Written	
	7120 V3	Demonstrate note making techniques	2	Written	
Week 10	7123	Demonstrate knowledge of problem solving	2	Written & Practical	

### Term 2

Date	No, Version	Name of Standard	Credits	Assessment type	Result&Verification
Week 4	1979 V7	Describe the employment relationship	3	Written	
Week 7	62 V4	Personal presentation for the workplace	2	Written	
Week 10	1249 V4	Be interviewed in a formal situation	2	Practical& Written	

### Term 3

Date	No, Version	Name of Standard	Credits	Assessment type	Result&Verification
Week4	10781 V2	Produce a plan for future directions	3	Research	
	7121 V3	Demonstrate information search skills	2	Research	
Week 8	1304 V5	Communicate with people from other cultures	4	Research& Written	
Week 10	2989 V3	Read and assess texts to gain knowledge	4	Written	

### Term 4

Date	No, Version	Name of Standard	Credits	Assessment type	Result&Verification
Week 5	12354 V3	Describe independent living	4	Written	