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**COWRA HIGH SCHOOL**

**ASSESSMENT TASK COVER SHEET**

This sheet **must** be attached to the front of your Assessment Task and submitted to your class teacher on or before the due date.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessment Task: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Extension granted \_\_\_\_\_ days

🞏 Other circumstances ~ documents attached

I certify:

1. This assignment is entirely my own work and all borrowed material has been acknowledged
2. The material contained in this assignment has not previously been submitted for assessment in any formal course of study
3. I retain in my possession a copy of this assignment
4. I understand that late assignments will be penalised unless an extension has been granted by Deputy Principal - Curriculum

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**COWRA HIGH SCHOOL**

**Assessment Task (Student’s Copy)**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessment Task received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please detach this if the Assessment Task has been handed in**

**to the office and give to student to keep for their own records.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cowra High School** | | | | | | | | | | | | | |
| ***Stage 6 ASSESSMENT TASK*** | | | | | | | | | | | | | |
| **NAME :** |  | | | | | **CLASS :** | | 11 | | **TEACHER :** | | | S Johnstone |
| **COURSE :** | | Business Studies | | | **TASK NO :** | | 2 | | **UNIT :** | | Business Planning | | |
| **DATE DUE :** | | | Friday June 25th | | | **TIME DUE :** | | | 3.15pm | | | | |
| **MARK :** | /20 | | | **WEIGHT :** | 35% | **PRESENTATION:** | | | | | | Written Report | |

|  |  |
| --- | --- |
| **SYLLABUS OUTCOMES: A student:**   |  | | --- | | P2 explains the internal and external influences on businesses  P3 describes the factors contributing to the success or failure of small to medium enterprises  P4 assesses the processes and interdependence of key business functions  P8 evaluates information for actual and hypothetical business situations  P9 communicates business information and issues in appropriate forms  P10 applies mathematical concepts appropriately in business situations | |
| **DESCRIPTION OF TASK:**  Using the scenario below you are required to write a business plan for a hypothetical small-medium enterprise (SME) in the form of a business report (approximately 1500 words).  A scaffold of headings has been provided.  **Scenario:**  *Some potential business sites in the Cowra Shire have recently become vacant.*  *The local government has announced a unique opportunity for prospective business owners – a chance to secure a site, with subsidised rent, by submitting a business plan for your potential business.*  *As a young entrepreneur you have decided that now is the perfect time for you to put into practice all of the knowledge and skills developed in your study of business and write a business plan.*  Your business plan will need to provide relevant detail under the following headings:   * Business name, logo and core business * The gap in the market your business will aim to fill * Vision or mission statement * Business goals * Situational analysis relevant to the establishment phase * External influences to consider * Target market * Obtaining a competitive advantage * Operations – Day to day operations management required. * Marketing – Address the 4 P’s (product, price, place, promotion). * Finance – A hypothetical income statement or balance sheet * Human resources – Especially staffing requirements and roles. * Future prospects of the business including possible success or failure |

Marking Criteria

|  |  |
| --- | --- |
| * Demonstrates extensive knowledge and understanding of the nature of a hypothetical business and its role in the local community * Extensively describes the factors contributing to the success or failure of a hypothetical business * Demonstrates extensive knowledge and understanding of the responsibilities of a hypothetical business to internal and external stakeholders * Effectively plans and conducts investigations into contemporary business issues * Effectively communicates business information and issues in appropriate formats | 17-20 |
| * Demonstrates thorough knowledge and understanding of the nature of a hypothetical business and its role in the local community * Thoroughly describes the factors contributing to the success or failure of a hypothetical business * Demonstrates thorough knowledge and understanding of the responsibilities of a hypothetical business to internal and external stakeholders * Clearly plans and conducts investigations into contemporary business issues * Clearly communicates business information and issues in appropriate formats | 13-16 |
| * Demonstrates sound knowledge and understanding of the nature of a hypothetical business and its role in the local community * Effectively describes the factors contributing to the success or failure of a hypothetical business * Demonstrates sound knowledge and understanding of the responsibilities of a hypothetical business to internal and external stakeholders * Adequately plans and conducts investigations into contemporary business issues * Adequately communicates business information and issues in appropriate formats | 9-12 |
| * Demonstrates a basic knowledge and understanding of the nature of a hypothetical business and its role in the local community * Describes the factors contributing to the success or failure of a hypothetical business at a basic level * Demonstrates a basic knowledge and understanding of the responsibilities of a hypothetical business to internal and external stakeholders * Plans and conducts some basic investigations into contemporary business issues * Communicates business information and issues in a simple format | 5-8 |
| * Demonstrates an elementary knowledge and understanding of the nature of a hypothetical business and its role in the local community * Describes the factors contributing to the success or failure of a hypothetical business in an elementary way * Demonstrates an elementary knowledge and understanding of the responsibilities of a hypothetical business to internal and external stakeholders * Plans and conducts some basic investigations into contemporary business issues * Communicates business information and issues in some format | 1-4 |
| * Non-attempt | 0 |

Name

Comment

A picture containing text, outdoor

Description automatically generated

**COWRA HIGH SCHOOL**

**Assessment Task Submission Policy**

Submission of assessment tasks by students must follow faculty guidelines. There are basically four types of assessment tasks:

1. **In Class Assessment Tasks** ~ these tasks are supervised by the class teacher and collected by the class teacher at the conclusion of the assessment task. It is the responsible of the student who miss in class assessment tasks to contact the Head Teacher of that faculty.
2. **Formal Examinations** ~ at the conclusion of any formal examination the assessment task papers are to be collected and returned to the relevant faculty teacher.
3. **Major Projects / Pieces of Work** ~ these items, due to their size, are usually kept in the appropriate faculty location. Major works and projects should be kept in safe locations that minimises the risk of damage. Any assessment task would be submitted directly to the teacher. A receipt for the task will be issued to students.
4. **Take Home Assessment Tasks** ~ these are tasks that students are required to complete by a due date. Students should follow faculty submission guidelines regarding submission of these tasks.

**Guidelines for the Submission of Assessment Tasks**

1. When an assessment task is issued, the information provided to students will include:

* a clear statement of what the task involves and what the expectations of the student are
* an explanation of the marking criteria / outcomes to be assessed
* the due date of submission
* an assessment task submission cover sheet ~ see attached

1. Teachers should record the names of all students issued with the assessment task on a roll/class list and have the student acknowledge receipt of the assessment task by getting them to sign next to their name.
2. Students **must** take their assessment task to the class teacher. They must be signed in on the class roll and keep their receipt
3. All students **must keep a copy** of their assessment task.

**Illness and Misadventure Appeals**

If a student fails to submit an assessment task by the due date and has a legitimate reason than normal illness and misadventure procedures will apply.

**REQUEST FOR ASSESSMENT EXTENSION PROCEDURE**

Assessment extensions will only be granted in exceptional circumstances. All requests need to be made in writing using the extension request form. In seeking an extension discuss your request with your teacher/Head Teacher at least three (3) days before the due date with work already completed.

**Forms for Illness/Misadventure and Extension can be accessed on the**

**Cowra High School Website.**