



Students Name: \_\_\_\_\_ Class: \_\_\_\_\_

**HOLY CROSS COLLEGE**  
**Year 12 Business Studies**  
**Human Resources**

Assessment Task No: 1	Date Handed Out	Due Date	Weighting	Total Marks
Research and In-Class Business Report	Monday, 31 October 2011 (Week 4)	Wednesday, 7 December 2011 (Week 9)	20%	20

**SUBMISSION INSTRUCTIONS**

The task is to be completed in your timetabled Business Studies lesson on **Wednesday, 7 December 2011** (Week 9). The **Self Assessment, Student Evaluation** and **Student Confirmation** are to be completed at the conclusion of the task.

**ABSENCE / MISADVENTURE INSTRUCTIONS**

*(Refer to Year 12 Assessment Manual for more information)*

Unforeseen illness or misadventure on the day - the student must complete the misadventure/illness application for extension on the **first day back at school**. He must submit the task on his return to school and he will be informed of the result of his application when it has been processed.

Known absence prior to the due date – the student must apply for determination / extension, as soon as possible **before** the original due date of task. If it has been granted, the task can be submitted on the new due date without penalty.

**MARKING**

Mark: \_\_\_\_ / \_\_\_\_

Comment:

Marker(s): \_\_\_\_\_

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

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

**STUDENT CONFIRMATION**

This is all my own work. I have referenced any work used from other sources and have not plagiarised the work of others.

Student Signature \_\_\_\_\_

I have kept a copy of my task Yes/No

✂.....

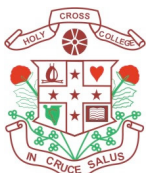
**Assessment Task Receipt**

Students to record all details before handing in. Teachers sign as a receipt.

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_ Subject: \_\_\_\_\_

Task Number: \_\_\_\_\_ Date Due: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_



**To be completed and submitted with the task**

<b>STUDENT EVALUATION</b>	
<b>Circle a number (1 = Strongly DISAGREE ← → 5 = Strongly AGREE)</b>	
This is my best work	1 2 3 4 5
I was organised	1 2 3 4 5
I understood the task	1 2 3 4 5
I took notice of the rubric and /or marking guidelines	1 2 3 4 5
I checked the meaning of the key words in the Glossary of Terms	1 2 3 4 5
<b>Next time I will:</b>	

**Please complete the following sections following return of the task:**

<b>I could improve the following skills in future by:</b>	
<b>Skills</b>	<b>Method of Improvement</b>

<b>I would like to see further clarification or assistance with:</b>

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

<b>Parent Comment:</b>

**Parent Signature:** \_\_\_\_\_

## CONTEXT FOR THE TASK

This task provides you with the opportunity to explore the human resources in the business environment through research into different businesses and the contemporary issues facing businesses in Australia.

Your research findings will be presented in business report format. A requirement of the HSC requires you to be able to present logical and well-structured responses using appropriate case studies.

## OUTCOMES BEING ASSESSED

- H2** evaluates management strategies in response to changes in internal and external influences
- H4** analyses business functions and processes in large and global businesses
- H5** explains management strategies and their impact on businesses
- H7** plans and conducts investigations into contemporary business issues
- H8** organises and evaluates information for actual and hypothetical business situations
- H9** communicates business information, issues and concepts in appropriate formats

## IN ORDER TO UNDERTAKE THIS TASK YOU WILL NEED TO:

- Refer to your class and homework on the topic.
- Reflect on information and discussions undertaken in class.
- Use any time given to undertake guided research into aspects of the topics.
- Use the scaffolds provided in class to complete your activities.
- Use the computers effectively to obtain relevant information in order to complete the task.
- Include a correctly formatted bibliography and referencing of sources.

## CROSS CURRICULA PERSPECTIVES

- N/A

## TASK RUBRIC

In your response you will be assessed on how well you:

- Use your knowledge, the information provided and relevant business case study/studies
- Communicate using relevant business terminology and concepts
- Present a logical, well-structured answer to the question in the form of a business report

## THE TASK

### Scenario

FlyEasy Airlines is a low-cost Australian-based domestic airline that has been exploring options to expand globally.

In 2011, the business decided to introduce flights to Asia and this process has also opened up the opportunity for the airline to move all scheduled aircraft servicing and maintenance to a contractor in Singapore.

FlyEasy Airlines has had a good reputation in managing their local workforce and would like to maintain the same reputation as the business expands overseas.

### Task

You have been employed as a consultant by FlyEasy Airlines to prepare a report to the Board of Directors. In your report you should:

**20 marks**

- Outline the advantages and disadvantages of outsourcing in a global market.
- Describe ONE potential cause of a workplace dispute and a strategy that could be used to resolve it.
- Evaluate TWO strategies for managing the maintenance process of human resources and how the effectiveness of the human resource strategies can be measured.

Throughout your report, you will need to make reference to at least TWO case study examples.

### Definition of key terms

**Outline:** Sketch in general terms; indicate the main features of

**Describe:** Provide characteristics and features

**Evaluate:** Make a judgement based on criteria; determine the value of

## MARKING GUIDELINES

Criteria	Marks
<ul style="list-style-type: none"> <li>• Demonstrates detailed knowledge, uses the information provided effectively and clearly supports response with reference to relevant business case studies</li> <li>• Presents a sustained, logical and well-structured business report and clearly communicates using features of a business report and appropriate business terminology and concepts</li> <li>• Indicates the main features of a range of advantages and disadvantages of outsourcing in a global market</li> <li>• Provides detailed characteristics and features of a workplace dispute and a strategy to resolve it</li> <li>• Makes a judgement based on detailed criteria about the strategies in relation to the maintaining process of human resources and the method for measuring its effectiveness</li> </ul>	<b>17 - 20</b>
<ul style="list-style-type: none"> <li>• Demonstrates sound knowledge, uses the information provided effectively and makes reference to relevant business case study/studies</li> <li>• Presents a well-organised business report and uses appropriate business terminology and concepts</li> <li>• Indicates the main features of some advantages and disadvantages of outsourcing in a global market</li> <li>• Provides characteristics and features of a workplace dispute and a strategy to resolve it</li> <li>• Makes a judgement based on criteria about the strategies in relation to the maintaining process of human resources and the method for measuring its effectiveness</li> </ul>	<b>13 – 16</b>
<ul style="list-style-type: none"> <li>• Demonstrates some knowledge, may make reference to the information provided and may make reference to relevant business case study/studies</li> <li>• Includes features of a business report and uses some business terminology and concepts</li> <li>• Indicates some advantages and disadvantages of outsourcing in a global market</li> <li>• Sketches in general terms a workplace dispute and/or a strategy to resolve it</li> <li>• Provides characteristics and features of the strategies in relation to the maintaining process of human resources and the method for measuring its effectiveness</li> </ul>	<b>9 – 12</b>
<ul style="list-style-type: none"> <li>• Demonstrates limited knowledge, may make limited reference to the information provided and may make limited reference to relevant business case study/studies</li> <li>• Includes some features of a business report and uses basic business terminology</li> <li>• Identifies one or more advantages and disadvantages of outsourcing</li> <li>• Recognises and names a workplace dispute and/or a strategy to resolve it</li> <li>• Sketches in general terms strategies in relation to the maintaining process of human resources and/or the method for measuring its effectiveness</li> </ul>	<b>5 – 8</b>
<ul style="list-style-type: none"> <li>• May refer to information provided</li> <li>• Uses basic business terminology</li> <li>• May identify an advantage and/or disadvantage of outsourcing</li> <li>• May refer to workplace disputes and/or strategy to resolve it</li> <li>• May refer to a management strategy or method for measuring its effectiveness</li> </ul>	<b>1 – 4</b>

