**SEB701 WORK INTEGRATED LEARNING Assessment Item 1: Report (40%) Student name: Student number:**

**NOTE : This CRA must be read in conjunction with the guidelines available on Blackboard**

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| **Criteria** | **7** | **6** | **5** | **4** | **3** | **2** | **1** |
| **REPORT CONTENT** |  | | | | | | |
| **Ability to provide evidence of work activities / tasks and associated learning in the workplace with reference to topics covered in lectures, webinars, and unit materials (30%)** | Extremely clear , well researched explanation of your employment, associated tasks / activities, and learning outcomes | Clear , well researched explanation of your employment, associated tasks / activities, and learning outcomes | Thorough explanation of your employment , associated tasks / activities, and learning outcomes | Satisfactory explanation of your employment, associated tasks / activities, and learning outcomes | Limited explanation of your employment, associated tasks / activities, and learning outcomes | Inadequate explanation of your employment, associated tasks / activities, and learning outcomes | No evidence in relation to your employment, associated tasks / activities. and learning outcomes |
| **Ability to effectively research and explain in the context of your workplace** 1 **insurances, QA, IP, WH & S, Code of Practice, and ethics (30%)** | Excellent, well written and researched. Comprehensive and informative | Very well written and researched. Comprehensive and informative | Thoroughly researched. Well written and informative | Well written with satisfactory evidence of research | Limited evidence of research and limited level of understanding | Inadequate evidence of research and an inadequate level of understanding | No evidence of research or level of understanding |
| **REPORT STRUCTURE** |  | | | | | | |
| **Ability to write in a professional style with attention to structure and coherence, spelling, punctuation, grammar, and length** 2 **(20%)** | Excellent, professional report – highly structured and coherent | Highly professional report with a high level of structure and coherence | A professional report that is well structured and coherent | A satisfactory report that is structured and coherent | A liimited report requiring attention to several aspects including structure and coherence, spelling, punctuation, grammar, and length | An inadequate report requiring attention to structure and coherence, spelling, punctuation, grammar, and length | No or minimal attention to structure or coherence |
| **REPORT PRESENTATION** |  | | | | | | |
| **Ability to present in a professional style with attention to consistent referencing conventions 3 and appropriate application of diagrams, photographs, and appendices (20%)** | Excellent referencing, cross referencing, and appropriate application of diagrams, photographs, and appendices | Very high level referencing, cross referencing, and appropriate application of diagrams, photographs, and appendices | Thorough referencing, cross referencing, and appropriate application of diagrams, photographs, and appendices | Satisfactory referencing with inclusion of diagrams or photographs and/or appendices | Limited or no referencing, diagrams, photographs or appendices | Inadequate referencing and/or inclusions of diagrams, photographs or appendices | No evidence of referencing, diagrams, photographs or appendices |
| **FOOTNOTES**: 1 indicates your experiences and/ or good work practices  2 2500 min– 3000 max words (excluding appendices) 3 with respect to your course referencing conventions | | | | | | | |
| **APPENDIX: APPENDICES: The appendices form an integral part of the assessment and must be included in your report. Failure to include the following will result in a withholding of grade: *Work Log and Reflective Field Notes*. This is a minimum - you may choose to include additional appendices.** | | | | | | | |
| **EN40**  **Appendix A Work Log:** a record of at least 30 days (an additional 30 days is required for Report 2). Do not duplicate the same work log for both reports (time sheets are NOT acceptable) Submitted / Not Submitted  **Appendix B Reflective Field Notes:** 2 to 4 entries of short notes kept during work placement using recommended STARL format (if hand written please attach as PDF) Submitted / Not Submitted | | | | | | | |
| **UD40**  **Appendix A Work Log and brief reflection**: a record of the first half of your total work placement (time sheets are NOT acceptable) Submitted/Not Submitted **Appendix B Reflective Journal Entries:**: Two entries using STARL format Submitted/Not Submitted | | | | | | | |

**Marker’s comments:**