**EMPLOYABILITY ASSESSMENT TOOLKIT**

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| **Task:** | Issues in Career Development |
| **Task type:** | Group Wiki Development |
| **Value:** | 20% of final mark |
| **Length:** | 800 words |
| **Level:** | Transition in or Transition Through (early) |
| **Contributor:** | Jason Brown, La Trobe University |

# Task Objectives:

* Identify a contemporary career development issue (learning)
* Devise strategies to manage the career development issue effectively (planning and organising; problem solving)
* Work in a team to produce an online information source (team work; technology; communication)

Task Rationale:

A wiki provides a platform for groups to collaborate online and to report and interpret relevant research, information and ideas to make information accessible to other students. This task also enables you to practise skills like team work and negotiation, which are important in any workplace.

# Task Description:

For this task you need to **work in a group** with 3-4 other students **to create a WIKI.** In you wiki you need to:

1. **Examine and reflect on a contemporary career development issue/topic** and **write about it** on the **class wiki** page
2. **Suggest strategies and tips that others could use to manage the issue in their current or future workplaces or careers.**

* **REMEMBER:**
* Each group is responsible for selecting and writing about ONE issue/ topic
* Each group MEMBER is responsible for writing ONE SUB ISSUE/TOPIC (individual writes 800 words)

Submission:You need to submit your wiki sub-topic by the due date. All wiki content visible on the due date will be assessed as final submissions.

# Additional information:

* The workshop in Week 3 will include time to plan the structure of the wiki. (If you are not at the workshop, you’ll be allocated to a group by your Course Lecturer.)
* By the end of the workshop in week 3, each group will provide the lecturer with the title of their topic and names of students contributing to the development of that wiki page. The lecturer will set up a page in the wiki for each group on the LMS, including the headings for each sub-topic.
* **Every group’s wiki page should include:**
* **A title** that clearly indicates the career development topic / issue being covered
* **An introduction** including a short definition of the topic and summary of what the wiki page covers. This section should be written by the whole group and be no more than 200 words.
* A clear **heading** for each sub-topic
* **Author’s name** for each sub-topic
* **Reference section -** list references in alphabetical order of the first author. Each member of the group should add in all references from their sub-topic from the readings and your individual research.

**Writing the sub topics within the group wiki (individual work)**

Each group member is responsible for writing and up-loading one sub-topic (800 word limit). We recommend writing your wiki entry in a word document so you can then copy and paste it into the wiki. Each individually written wiki entry must:

* **Address a unique aspect** of the career development issue chosen by the group
* **Explain a sub-topic** including key ideas or examples
* **Provide tips or strategies** that could help others to manage the sub-topic/issue in their career or workplace
* **Follow the general writing style and structure used in sample Wikipedia** pages and outlined in Workshop 3
* **Reference** any ideas, examples, quotations or other information from other sources
* Add your draft into the wiki well ahead of the due date so you can see how the information and ideas you have presented connect with those of other group members.
* Give feedback to your colleagues, amend content if needed, and do a final edit and proofread.
* Use the assessment rubric to make sure you have addressed all marking criteria.

# Rubric:

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| **MARKING CRITERIA 20 marks total** | **Excellent (5 marks)** | **Good (4)** | **Satisfactory (3)** | **Insufficient (2)** | **Poor (1)** |
| **1. Introduction & definition of issue / sub-topic** (5 marks)  Identifies and clearly explains a distinctive aspect of a contemporary career issue with reference to key ideas and examples. | Creates a comprehensive explanation of a contemporary career issue, offering a clear and engaging description of the issue with reference to course readings and additional resources. | Describes a contemporary career issue, providing detail on the main aspects of the topic including what makes it topical, referencing subject readings. | Provides a general description with some explanation of an issue, with reference to either course readings or other credible sources. | Provides a basic description of a career issue but lacks detail or uniqueness. May show a lack of understanding of the key aspects of the issue; such as what makes it topical / contemporary. | Provides minimal information showing limited understanding of the issue and an inability to connect it to either career theory or practice. May overlap with other topics chosen by the group. |
| **2. Information and ideas** (5 marks)  Outlines tips or strategies to help individuals successfully navigate the issue in their own career or workplace, and / or refer to relevant policies and support provided by organisations. | Provides relevant, accessible and useful information. Shows good insights and understanding. Articulates in detail a range of appropriate tips, strategies and/or support available, thoroughly addressing the identified issue. Provides in depth insight and strong examples or scenarios to support assertions. | Information provided relates directly to the issue and offersrelevant, practical support. | Information is generally relevant but lacks insight or practical application.  Provides or indicates at least one tip, strategy or support service which could assist readers in dealing effectively with the issue. Provides general examples or scenarios. | Information and ideas are basic. Provides a tip, strategy, support option or policy but gives little or no explanation of its relevance or practical application. No evidence of analysis of appropriateness of chosen strategy / service. Examples or scenarios used may lack relevance or accurate explanation. | Doesn’t provide tips, strategies or support options related to the issue or suggestions are not based on course readings or equivalent.  No examples or scenarios are provided. |