**EMPLOYABILITY ASSESSMENT TOOLKIT**

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| **Task:** | Labour Market Survey and Job Analysis |
| **Task type:** | Report |
| **Value:** | 40% |
| **Length:** | 2000 words |
| **Level:** | Post graduate/ Transition through |
| **Contributors:** | Christine Randall and Vanette McLennan, Griffith University |

# Task Objectives:

1. Analyse the impact of labour markets on people with disabilities (critical thinking; learning; problem solving)
2. Undertake labour market surveys and job task analyses (problem solving)
3. Explain the purpose of workplace modification in accommodating people with disabilities at worksites (critical thinking; problem solving; initiative and enterprise)

Task Rationale:

A labour market survey is conducted on an occupation to determine the availably of employment, physical demands, salary ad training/experience required. It can be done with client in mind or more generally to conduct labour market information.

# Task Description:

For this task you need to write 2000 word report. In your report you must include:

1. A labour market survey
2. A job task analysis
3. A 300-500 word proposal in which you explain appropriate job modifications for the client you described in the case study assessment task.

# Additional information:

1. Perform a job analysis on a specific job related to the occupation you have chosen in this course. Use the job analysis approach and format provided on the course site. (note: this will require you to read ahead to Topic 10)
2. Write up the labour market survey and job analysis in accordance with the format provided in the Assessment Section of the Course Site.
3. Throughout your report you need to link the outcomes of your labour market survey and job task analysis to current labour market realities (including ANZSCO), and the needs of your client.

**Rubric:**

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| **Criteria**  | **20-16.5** | **16-12.5** | **12-8.5** | **8-4.5** | **4-0** |
| **1. Comprehensively covers key components of labour market survey (as detailed in course profile).  /20** | All of the required LMS components are covered in the report and with excellent detail, providing in-depth and clear analysis and insights into the occupation.  | All of the required LMS components are covered in the report and with good level of detail, providing clear analysis and insights into the occupation. | The majority of the required LMS components are covered in the report and with adequate detail, providing fair analysis and insights into the occupation. | Only some of the required LMS components are covered in the report and with limited detail, providing inadequate analysis and insights into the occupation. | Very few LMS components are covered in the report and with limited detail, providing very limited analysis and insights into the occupation. |
| **2. Provides a detailed analysis of the occupation by integrating and comparing information from a range of sources.  /20** | Presents a clear, comprehensive and detailed analysis of the occupation. This is achieved through integration and comparison of information from a broad and reliable range of sources (including interviewed employers, websites, publications). | Presents a clear, well-detailed analysis of the occupation.This is achieved through integration and comparison of information from a broad range of sources (including interviewed employers, websites, publications). | Presents adequate analysis of the occupation.This is achieved through integration and comparison of information from a range of sources (including interviewed employers, websites, publications). | Presents a limited analysis of the occupation.There is limited integration and comparison of sources to support the analysis. | Presents a very limited analysis of the occupation. There is very limited or no integration and comparison of sources to support the analysis. |
| **3. Comprehensively covers key components of job task analysis (as detailed in course profile).  /20** | All of the JTA components are covered in the report, using the required format and excellent level of detail, providing an accurate and comprehensive overview of the occupational tasks. | All of the JTA components are covered in the report, using the required format and good level of detail, providing a solid overview of the occupational tasks. | The majority of the JTA components are covered in the report, with the required format and adequate level of detail, providing a fair overview of the occupational tasks. | Only some of the JTA components are covered in the report and/or without the required format, and with inadequate level of detail, providing a limited overview of the occupational tasks. | Very few of the JTA components are covered in the report and/or without the required format, and with inadequate level of detail, providing a very limited overview of the occupational tasks. |
| **4. Includes relevant and thorough observations about potential job modifications for client at conclusion of report.  /20** | Concludes the report with a very well researched and considered section on potential, relevant job modifications for the ‘client’ seeking work in the occupation.  | Concludes the report with a well researched and considered section on potential, mostly relevant job modifications for the ‘client’ seeking work in the occupation. | Concludes the report with a somewhat researched and considered section on potential, somewhat relevant job modifications for the ‘client’ seeking work in the occupation. | Concludes the report with a limited section on potential job modifications for the ‘client’ seeking work in the occupation. Some modifications are missing and/or irrelevant to the client’s needs.  | Concludes the report with no or very limited section on potential job modifications for the ‘client’ seeking work in the occupation. Many modifications are missing and/or irrelevant to the client’s needs. |
| **5. Report is clearly written, well communicated and demonstrates highly developed written skills (e.g., appropriate form and structure, correct grammar and spelling, and where relevant, consistent citations and referencing, according to APA style guidelines.)  /20** | Report is very clearly written and well communicated with professional and succinct expression. Appropriate structure with virtually no spelling or grammar errors. Excellent referencing technique where required, with virtually no errors, demonstrating a superior understanding of professional referencing. | Report is clearly written and communicated with mostly clear and succinct expression. Mostly appropriate structure with minimal spelling or grammar errors. Good referencing technique where required, with minor errors, demonstrating a solid understanding of professional referencing. | Report is mostly well written and clearly expressed. Mostly appropriate structure with some spelling or grammar errors. Mostly accurate referencing technique where required, with some need to refine these in line with APA guidelines.  | Report is lacking in clear and succinct expression.Some issues in structure and spelling and/or grammar errors noted throughout. Incorrect referencing technique noted (e.g. direct quotes, in-text referencing, and reference list). Needs stronger proof reading and referral to APA guidelines. | Report is without clear and succinct expression.Repeated issues in structure and spelling and/or grammar errors noted frequently throughout. Incorrect referencing technique noted frequently. No evidence of proofreading or adherence to APA guidelines |