TAS ASSESSMENT TASK NOTIFICATION

Year 12 Industrial Technology Timber Products and Furniture Technologies

2021/2022

Task Number: 1

Topic/s: Management Portfolio

Weighting: 20%

Due Date: Monday of Week 9, Term 4   –29/11/21

Time: Prior to the PC Bell

Venue: Room 44 - Workshop

Outcomes to be Assessed:

H3.1 is skilled in sketching, producing and interpreting drawings
H3.2 selects and applies appropriate research and problem-solving skills
H3.3 applies design principles effectively through the production of projects
H4.3 critically applies knowledge and skills related to properties and characteristics of
       materials/components
H5.1 selects and uses communication and information processing skills
H5.2 selects and applies appropriate documentation techniques to project management

Task: HI

       Details: Students are to complete the portfolio as outlined in the following pages

Electronic Submission of Task:
                     No

Please Note:
1.   The College policy regarding malpractice, including cheating and plagiarism, late submission and absenteeism will apply. Please refer to moodle.pmaclism.catholic.edu.au (Assessment Tasks – Rules and Procedures). Stage 6 students should also refer to their *2021 Assessment Handbooks*.
2.   Email is NOT an accepted form of assessment task submission.
3.   If you are going to be away for any reason, including school based activities, you must fill in a "Planned Absence Notification" form and submit to the Assistant Principal Curriculum or the Leader of Curriculum. This form can be found at https://moodle.pmaclism.catholic.edu.au/mod/page/view.php?id=17637&forceview=1.

Task:

You are required to submit for marking the following sections of your management portfolio:

- **Title page**
- **Table of Contents**
- **Statement of Intent**
- **Research including selection and justification of:**
  - Designs, Materials, Processes, Technologies and Resources - (All research must be specific and relevant to your project)

- **Development of Ideas**
  - Sketching and Ideas generation
    - Research and evaluation of existing designs
    - Sketches of possible designs with annotations indicating how it could be made, possible joints, approximate sizes etc.
    - Sketches of the final design with dimensions and an explanation as to how it fulfils the statement of intent (Sketches must be clear and scanned in)
  - Prototyping, modelling and testing
  - Production and working drawings
  - Cutting list
  - Purchase order

- **Evidence of Project Management**
  - Timeline Plan - Broad outline of all tasks, both folio and project, that you hope to achieve in each term. This is usually documented in Microsoft Excel as a **Gantt Chart**. Must show Planned vs Actual. Then evaluate the differences.
  - Aim:
    - Construction Completed – End of Term 2
    - Finish applied – End of week 1, Term 3
    - Hardware applied – End of week 2, Term 3
    - Project and Portfolio Due Date – Approx. Week 4
  - Finance Plan – Estimated Plan and Documentation of actual expenditure. Include quotes, receipts, charts, graphs, calculations and supplier information.
  - Diary of Work completed
  - Record of Production – i.e. photographs/text of production undertaken to date

- **WHS & Safe Working Practices**
  - Document, using appropriate photographs and text, the Safe Working Procedures employed in the workshops at MacKillop. Include descriptions of General Safety procedures as well as specific safety for all power tools and machinery. You must be included in the photo showing safe work practices.

Presentation:

- The folio is to be completely computer generated
- All sketches need to be scanned into the document.
- The folio is to be printed single sided and stapled in top corner.
- Page numbering is required and must match the Table of Contents.

Industrial Technology Practical Marking Criteria

Name: _____

Design, Management & Communication	A (20-17)	B (16-13)	C (12-9)	D (8-5)	E (4-1)	Marks /20 20-17	16-13	12-9	8-5	4-1
Statement of Intent	Clarifies the intent of the major project by **explaining clearly** what is to be achieved and why	Clarifies the intent of the major project by **explaining** what is to be achieved and why	**Describes** what the intent of the major project is and why	Provides an **outline** of what is to be achieved	**Identifies** what is to be achieved					
Research of Components, Processes, Technologies and Resources	Conducts and **explains** a **wide range** of relevant research of appropriate materials, processes, technologies and resources	Conducts and **describes** a range of relevant research of appropriate materials, processes, technologies and resources	Conducts and **outlines** research of some appropriate materials, processes, technologies and resources	**Minimal reference** to research conducted	Appropriate research **not evident**					
Development of Ideas	Demonstrates **very high level** skills in sketching and idea generation, prototyping, modelling and in developing production and working drawings	Demonstrates **substantial** skills in sketching and idea generation, prototyping, modelling and in developing production and working drawings	Demonstrates **moderate** skills in sketching and idea generation, prototyping, modelling and in developing production and working drawings	Demonstrates **basic** skills in **limited** areas of sketching and idea generation, prototyping, modelling and in developing production and working drawings	Sketching, idea generation, prototyping, modelling, production and working drawings either **not present or in elementary form**					
Timeline & Finance Plans	**Develops and applies** comprehensive and appropriate timeline and finance plans	**Develops and applies** appropriate timeline and finance plans	**Proposes** timeline and finance plans	Timeline and finance plans are **without sufficient detail**	Timeline and finance plans are either **not appropriate or not evident**					
Record of Production	**Clearly describes** the management of the project, including a **succinct record** of the production of project	**Describes** the management of the project including a **record** of the production of the project	**Outlines** the management of the project including **records** of the project production	**Outlines** the management of the project including **limited records** of the project production	Provides an **elementary** or **incomplete record** of the production of the major project					
Evidence of WHS & Safe Working Practices	Demonstrates the use of a **wide range** of appropriate WHS and safe working practices through suitable documentation and evidence	Demonstrates the use of **appropriate** WHS and safe working practices through **suitable** documentation and evidence	Demonstrates the use of **some** WHS or safe working practices	Refers to the use of **basic** WHS or safe working practices	**Minimal** or **no** reference to WHS or safe working practices					
Presentation Skills & Techniques including ICT Skills	Demonstrates a **wide range** of presentation skills and techniques, including ICT skills, appropriate to the development of major project	Demonstrates a **range** of presentation skills and techniques, including ICT skills, most of which are appropriate to the development of the major project	Demonstrates **some** presentation skills and techniques, including ICT skills, most of which are appropriate to the development of the major project	Demonstrates **limited** presentation skills and techniques appropriate to the development of the major project	**Little evidence** of presentation skills and techniques appropriate to the development of the major project					
					Total Mark					

Comment:

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Mark in this Task: /

Rank in this Task: /

Current Rank in Course: /