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**GRADE 12 LIFE ORIENTATION 2021**

**PORTFOLIO TASK**

**INTERNAL TASK: RIGHTS IN THE WORK PLACE**

**OBJECTIVE**

This task is aimed at giving learners an opportunity to explore three career options from a perspective of human rights and responsibilities. In doing so learners should gain a fresh understanding and insight into what the particular career choice might entail and can reevaluate their own interest in that particular career. It will also enhance learners’ insight into and understanding of various human rights enshrined in our constitution from an applied perspective.

On completion of this task learners should be able to:

1. Identify how human rights can be protected and violated in the workplace.
2. Explain some of the critical responsibilities associated with at least two different careers
3. Explain how various careers contribute to the promotion of various human rights
4. Identify what appeals or disinclines them towards two potential career choices.
5. Conduct research based on interviews.
6. Use a thinking tool (De Bono’s PMI tool) to analyse and evaluate information about careers.

**TASK DESCRIPTION**

**This task consists of three parts: A: planning and conducting interviews; and B: a summative report.**

1. **Planning and conducting interviews**
2. Choose three career choices or occupations in which you are interested and identify someone who practices each of your chosen occupations who would be willing to let you interview them about their occupation.
3. Prepare a list of at least seven (7) open ended questions you will use in your interview. The questions must allow you to find out, among other things, about the following:
* How do people express dignity, equality and freedom in this occupation?
* What is one human right in particular that this occupation helps to promote and how?
* What are the most important responsibilities of people who practice this occupation?
* Which of your rights are most likely to be violated when you practice this occupation and how?
* How can you take steps to prevent that from happening?
* While you practice this occupation are there any human rights that you run the risk of violating and how do you avoid that?
* How do you think this occupation will have changed ten years from now?
1. You may record your interview or write it down. Remember to express your appreciation to the person you interview and explain that they may see your final report and may ask you to remove or change any details in the report.
2. Explain that their identity will not be revealed in the report unless they choose to let it be used.
3. **Reflective report**
4. Your report must consist of the following parts:
* A brief introduction explaining the choice of occupations and briefly explaining what each occupation involves and what training is required for entry into each one.
* Transcripts of the three interviews.
* A summary in about 300-450 words that summarizes what you have observed about the way human rights and responsibilities play a role in work.
* A PMI table about the three occupations

**ASSESSMENT**

Your report will be assessed according to the attached rubric.

The assessment will link directly to the objectives mentioned above and this will result in a final mark out of 30 which will be converted for your portfolio mark.

**SUBMISSION REQUIREMENTS**

Reports must be neatly hand written or preferably typed in Arial 12 using 1.15 spacing. Pictures and diagrams, if used, must be included in the text and all references must be cited in the text and in a reference list at the end of the report. Each part of the report will be marked provisionally and given back to you and the parts must then be collated together into a single document with an appropriate cover page and submitted no later than **20 June** for final evaluation.

**ANNEXURES**

1. PMI table
2. Rubric for report

Edward de Bono was an educator and management writer who invented various “thinking tools”. This is one of them which is an interesting way of evaluating ideas. You compile three columns: one lists all the positive aspects of the idea, the other lists all the negative or minus aspects and the third column lists the interesting observations which are not necessarily pluses or minuses.

Conduct a plus- minus- interesting analysis of each of the three occupations you examine.

|  |  |
| --- | --- |
| Occupation 1 |  |
| PLUS | MINUS | INTERESTING |
|  |  |  |
| Occupation 2 |  |
| PLUS | MINUS | INTERESTING |
|  |  |  |
| Occupation 3 |  |
| PLUS | MINUS | INTERESTING |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment criterion** | **Inadequate, below average 0-1** | **Average, adequate 2-3** | **Above average superior 4-5** |
| Design and structure of questions | Questions do not properly cover the issues or only cover fewer than five issues, are only partially open ended | Questions cover five or more of the key issues and are mostly clear and open -ended although may be fairly limited | Questions cover all seven key issues and are clear and open ended and elicit detailed responses |
| Comprehensive interviews conducted | Interviews are incomplete and superficial or there may be fewer than three | Interviews three participants although not one may be slightly curtailed or incomplete. | Interviews three different participants and covers a wide range of information and are widely varied. |
| Ability to extract and generalize findings | Struggles to reorganize information credibly and accurately form the interviews in terms of key issues | Can rearrange much of the information form the interviews but with some omissions or confusion and sometimes uses direct quotations rather than paraphrasing | Is able to accurately and convincingly arrange findings from the interviews under key issues and to paraphrase the responses clearly |
| Ability to evaluate occupations using PMI | Has very limited, little or no input on the table and seems to have difficulty using the tool. May have made illogical inputs | Has a limited number of inputs but appears to be able to use the tool correctly | Makes a range of rich observations about each occupation and uses the tool very effectively |
| Insight into role of rights and responsibilities | Is barely able to interpret the connection between rights, responsibilities and occupations. Shows very limited insight. | Display a sound but fairly conventional level insight into the connections or merely repeats those of the respondents | Shows mature and sophisticated insight into a range of connections between rights, responsibilities and various occupations that go beyond the responses of interviewees. |
| Language, clarity and presentation | Several errors and flaws in language affect clarity and intelligibility. Presentation lacks adequate care with poor organization or shoddy compilation | Some minor flaws and errors that generally do not impede clarity. Presentation is adequate and careful. | Language is of a high standard and almost flawless adding to clarity. Presentation is careful and very well compiled. |
| TOTAL |  |  |  /30 |