# SECTION 5

# VCAL provider name:

**VCAL strand: Literacy Skills**

**VCAL level/unit: Foundation Reading and Writing**

**Teacher name:**

**Teacher email address:**

**Teaching VCAL for the 1st time Y/N**

**Teaching the VCAL strand for the 1st time Y/N**

**Date:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| ***Overview of the assessment task and the project/theme it is linked to: (100 words maximum)***  ***Student roles and responsibilities in relation to the task:***  ***Level of teacher support:***   |  |  |  | | --- | --- | --- | | **Is the activity included in this template part of an integrated program?** | **Yes** | **No** | |  |  |   ***Please indicate the other VCAL units and learning outcome/s that are also met by this integrated program***   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Unit title1** | **Level2** | **LO1** | **LO2** | **LO3** | **LO4** | **LO5** | **LO6** | **LO7** | **LO8** | | **Literacy Skills** |  |  |  |  |  |  |  |  |  |  | | **Numeracy Skills** |  |  |  |  |  |  |  |  |  |  | | **Work Related Skills** |  |  |  |  |  |  |  |  |  |  | | **Personal Development Skills** |  |  |  |  |  |  |  |  |  |  | |

1 You may abbreviate unit references, e.g. ‘R/W’ for Literacy Skills – Reading and Writing, ‘O/C’ for Literacy Skills – Oral Communication or ‘U1’ for Unit 1.

2 You may abbreviate level references, i.e. ‘F’ for Foundation, ‘I’ for Intermediate or ‘S’ for Senior.

**Assessment Template: Literacy Skills Foundation Reading and Writing**

**Learning outcome 1**

Writing for Self-expression

Write a simple recount, narrative or expressive text on a familiar subject.

*Description of what the student will be required to do in order to demonstrate successful completion of the learning outcome:*

|  |  |  |
| --- | --- | --- |
| **Task Description:** **Must be completed by the teacher** | | |
| **Elements** | **Activities to demonstrate achievement of elements** | **Evidence to demonstrate achievement of elements** |
| a) Use simple planning, drafting and editing processes to produce written texts. |  |  |
| b) Use language and tone appropriate to text’s purpose and audience. |  |  |
| c) Sequence and structure ideas, information and/or events coherently. |  |  |
| d) Write at least one paragraph or equivalent. |  |  |
| e) Spell, punctuate and use grammar sufficiently for the meaning of the text to be understood. |  |  |

**Learning outcome 2**

Writing for practical purposes

Write a simple instructional or transactional text on a familiar subject.

*Description of what the student will be required to do in order to demonstrate successful completion of the learning outcome:*

|  |  |  |
| --- | --- | --- |
| **Task Description:** **Must be completed by the teacher** | | |
| **Elements** | **Activities to demonstrate achievement of elements** | **Evidence to demonstrate achievement of elements** |
| a) Use simple planning, drafting and editing processes to produce written texts. |  |  |
| b) Use language and tone appropriate to the text’s purpose and audience. |  |  |
| c) Sequence and structure information and/or ideas coherently. |  |  |
| d) Write at least one paragraph or three to four pieces of information in point form. |  |  |
| e) Spell, punctuate and use grammar sufficiently for the meaning to be understood. |  |  |

**Learning outcome 3**

Writing for knowledge

Write a simple report or explanatory text on a familiar subject.

*Description of what the student will be required to do in order to demonstrate successful completion of the learning outcome:*

|  |  |  |
| --- | --- | --- |
| **Task Description:** **Must be completed by the teacher** | | |
| **Elements** | **Activities to demonstrate achievement of elements** | **Evidence to demonstrate achievement of elements** |
| a) Use simple planning, drafting and editing processes to produce written texts. |  |  |
| b) Use language and tone appropriate to the text’s purpose and audience. |  |  |
| c) Sequence and structure information and ideas coherently. |  |  |
| d) Write at least one paragraph or equivalent. |  |  |
| e) Spell, punctuate and use grammar sufficiently for the meaning to be understood. |  |  |

**Learning outcome 4**

Writing for public debate

Write a simple persuasive and/or argumentative text expressing a point of view on a familiar subject.

*Description of what the student will be required to do in order to demonstrate successful completion of the learning outcome:*

|  |  |  |
| --- | --- | --- |
| **Task Description:** **Must be completed by the teacher** | | |
| **Elements** | **Activities to demonstrate achievement of elements** | **Evidence to demonstrate achievement of elements** |
| a) Use the processes of planning, drafting, editing and evaluation to produce written texts. |  |  |
| b) Use language and tone appropriate to the text’s purpose and audience. |  |  |
| c) Sequence and structure ideas and arguments coherently. |  |  |
| d) Write at least one paragraph or equivalent. |  |  |
| e) Provide supporting evidence, which may be broad or general, for a point of view. |  |  |
| f) Spell, punctuate and use grammar sufficiently for the meaning to be understood. |  |  |

**Learning outcome 5**

Reading for self-expression

Demonstrate that meaning has been gained from reading a simple narrative, recount or expressive text.

*Description of what the student will be required to do in order to demonstrate successful completion of the learning outcome:*

|  |  |  |
| --- | --- | --- |
| **Task Description:** **Must be completed by the teacher** | | |
| **Elements** | **Activities to demonstrate achievement of elements** | **Evidence to demonstrate achievement of elements** |
| a) Identify the purpose of the text. |  |  |
| b) Identify the main ideas and key descriptive details in the text. |  |  |
| c) Explain the meaning of key words and phrases. |  |  |
| d) Identify similarities/differences between texts on similar subjects or with similar text types. |  |  |
| e) Evaluate and express s an opinion on the effectiveness of text. |  |  |

**Learning outcome 6**

Reading for practical purposes

Demonstrate that meaning has been gained from reading a simple instructional or transactional text.

*Description of what the student will be required to do in order to demonstrate successful completion of the learning outcome:*

|  |  |  |
| --- | --- | --- |
| **Task Description:** **Must be completed by the teacher** | | |
| **Elements** | **Activities to demonstrate achievement of elements** | **Evidence to demonstrate achievement of elements** |
| a) Identify the purpose of the text. |  |  |
| b) Identify the main ideas and/or key procedures. |  |  |
| c) Explain the meaning of key words and phrases. |  |  |
| d) Identify similarities/differences between texts on similar subjects or with similar text types. |  |  |
| e) Express an opinion on the text or its subject matter. |  |  |

**Learning outcome 7**

Reading for knowledge

Demonstrate that meaning has been gained from reading a simple explanatory or informative text on a familiar subject.

*Description of what the student will be required to do in order to demonstrate successful completion of the learning outcome:*

|  |  |  |
| --- | --- | --- |
| **Task Description:** **Must be completed by the teacher** | | |
| **Elements** | **Activities to demonstrate achievement of elements** | **Evidence to demonstrate achievement of elements** |
| a) Identify the purpose of the text. |  |  |
| b) Identify the main ideas and key factual data in the text. |  |  |
| c) Explain the meaning of key words and phrases. |  |  |
| d) Identify similarities/differences between texts on similar subjects or with similar text types. |  |  |
| e) Express an opinion on the text or on its subject matter. |  |  |

**Learning outcome 8**

Reading for public debate

Demonstrate that meaning has been gained from reading a simple persuasive or discursive text on a familiar subject.

*Description of what the student will be required to do in order to demonstrate successful completion of the learning outcome:*

|  |  |  |
| --- | --- | --- |
| **Task Description:** **Must be completed by the teacher** | | |
| **Elements** | **Activities to demonstrate achievement of elements** | **Evidence to demonstrate achievement of elements** |
| a) Identify the explicit and/or underlying purpose of a text. |  |  |
| b) Identify the main ideas and key information and arguments in the text. |  |  |
| c) Explain the meaning of key words and phrases. |  |  |
| d) Identify similarities/differences between texts on similar subjects or with similar text types. |  |  |
| e) Identify any persuasive devices used in the text. |  |  |
| f) Express own view on the subject or text giving reasons. |  |  |