



Government of **Western Australia**
School Curriculum and Standards Authority



CAREER AND ENTERPRISE

GENERAL COURSE

Externally set task
Sample 2016

Note: This Externally set task sample is based on the following content from Unit 3 of the Year 12 General syllabus:

- identify personal and professional skills and attributes and understand their link to career development
- self-management strategies to enhance personal change and growth, including:
 - self-reflection
 - construction of SMART (specific, measurable, achievable, realistic, time based) goals
 - interacting with others through teamwork and networking
- identify personal and professional learning opportunities and understand their link to career development
- remaining employable in constantly changing workplaces, including:
 - undertaking training and up-skilling
 - networking and e-networking
- the impact of social, cultural and technological change on current work patterns and work settings
- the impact of global trends on the workforce, including:
 - the ageing workforce
 - a more mobile population
 - changing work roles of family members
 - e-commerce (for example, online shopping)
 - overseas outsourcing

In future years, this information will be provided late in Term 3 of the year prior to the conduct of the Externally set task. This will enable teachers to tailor their teaching and learning program to ensure that the content is delivered prior to the students undertaking the task in Term 2 of Year 12.

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Disclaimer

Any resources such as texts, websites and so on that may be referred to in this document are provided as examples of resources that teachers can use to support their learning programs. Their inclusion does not imply that they are mandatory or that they are the only resources relevant to the course.

Career and Enterprise

Externally set task

Working time for the task: 60 minutes

Total marks: 36 marks

Weighting: 15% of the school mark

-
1. To stay up-to-date in any work environment requires ongoing personal and professional training and development. **(6 marks)**

State one of your own personal career goals:

Career goal _____

Using the career goal stated:

- (a) Identify **one (1)** personal development opportunity and explain how this would help you to achieve your stated career goal. **(3 marks)**

Personal development opportunity: _____

- (b) Identify **one (1)** professional development opportunity and explain how this would help you to achieve your stated career goal. **(3 marks)**

Professional development opportunity: _____

2. Identify a job you are interested in and choose **two (2) skills** that you have and explain how each of these skills would demonstrate your suitability for this job.

(4 marks)

Job: _____

Skill 1

Skill 2

3. Identify another job, different to the one identified in Question 2, in which you are interested. Choose **two (2) attributes** you have and explain how each of these attributes demonstrates your suitability for this job.

(4 marks)

Job: _____

Attribute 1

Attribute 2

4. In the past 20 years, there has been considerable change in workplaces. Discuss **three (3)** of these changes and the impact that each change has had on the workplace.

(9 marks)

Change 1

Change 2

Change 3

5. Explain **two (2)** ways you can make sure that you stay employable when workplaces are constantly changing.

(4 marks)

Way 1

Way 2

6. Chelsea has a job interview for a part-time job at a large hardware store. List **three (3)** interview techniques that she could use and explain how each of these may help her get the job.

(9 marks)

Interview technique 1: _____

Interview technique 2: _____

Interview technique 3: _____
