



Careers and Employability General course

Externally set task sample one



DO NOT WRITE IN THIS AREA AS IT WILL BE CUT OFF

DO NOT WRITE IN THIS BOX

WA student number: In figures

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In words



Before starting this task **check** that you have:

- black or blue pen, 2B pencils (including coloured)
- sharpener
- correction fluid/tape
- eraser
- ruler
- highlighters
- a calculator of the type used in classroom assessments.



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Total time for the task: 50 minutes
 Total marks: 42 marks
 Weighting: 15% of the school mark

Question 1

(11 marks)

Benjamin is a 26-year-old recent graduate with a tertiary degree in Environment and Sustainability. He has been offered a Sustainability Consultant role at an expanding 'green' construction company in Sydney. With a couple of years of experience in environment and sustainability management, Benjamin's knowledge of waste reduction, energy efficiency and green building practices make him a strong candidate.

The company is offering a competitive salary, relocation assistance and training to help Benjamin grow in his career. Though excited by the opportunity to develop professionally in an emerging industry, Benjamin faces the challenge of relocating to a new city.

- (a) Describe the concept of personal risk. Outline **one** example of a personal risk that Benjamin might face if he chooses to accept the new job in Sydney. (4 marks)

- (b) Explain, using **one** example from the information provided, the concept of professional risk. (3 marks)

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Question 1 (continued)

- (c) Outline **two** disadvantages for Benjamin if he chooses to relocate to Sydney for this new position. (4 marks)

One: _____

Two: _____

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Question 2

(11 marks)

(a) Explain the concept of initiative.

(3 marks)

(b) Describe **two** ways to show initiative at work.

(4 marks)

One: _____

Two: _____

(c) Discuss **one** benefit of using initiative in the workplace.

(4 marks)

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Question 3

(10 marks)

Harper, a Year 12 student nearing graduation, has been researching job advertisements to identify common selection criteria. She intends to keep a bank of these criteria with planned responses in readiness for upcoming job applications. The following four criteria are very popular:

1. demonstrated ability to prioritise tasks, manage deadlines and reassess priorities for unexpected events
2. strong verbal communication skills, with the ability to convey information clearly and effectively
3. demonstrated ability to work well in a team environment
4. demonstrated ability to identify issues, analyse situations and develop practical solutions.

Select **two** of the selection criteria provided and construct a response using the SAO (situation, action, outcome) technique. Write the number of which selection criteria you are addressing in the box.

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Question 4

(10 marks)

- (a) Outline **two** methods of responding to a job opportunity.

(4 marks)

One: _____

Two: _____

- (b) Explain the purpose of a cover letter in response to a specific job advertisement.

(3 marks)

- (c) Identify **three** elements that should be included in a cover letter.

(3 marks)

One: _____

Two: _____

Three: _____

End of questions

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