



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



CAREER AND ENTERPRISE

GENERAL COURSE

Marking key for the Externally set task
Sample 2016

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Career and Enterprise

Externally set task – marking key

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

Description	Marks
Lists the personal development opportunity	1
Explains how the personal development opportunity could help achieve the identified career goal	1
Links the personal development opportunity to the specific career goal	1
Lists the professional development opportunity	1
Explains how the professional development opportunity could help achieve the identified career goal	1
Links the professional development opportunity to the specific career goal	1
Total	6
Answer could include, but is not limited to:	
(a) Personal development opportunities: <ul style="list-style-type: none"> • a leadership course • a second language course • a public speaking course 	
(b) Professional development opportunities: <ul style="list-style-type: none"> • a first aid course • a VET certificate course • a university course 	

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.

Description	Marks
Lists a skill relevant to the identified job	1
Explains how the skill is linked to the job	1
Lists a second skill relevant to the identified job	1
Explains how the second skill is linked to the job	1
Total	4
Answer could include, but is not limited to:	
Skills: <ul style="list-style-type: none"> • communication skills • technology skills • planning skills Application requires linking the skill to the job. For example, if the job is as a receptionist in a doctor's surgery, technology skills could be linked to operating the computerised appointment system.	

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.

Description	Marks
Lists an attribute relevant to the identified job	1
Explains how the attribute is linked to the job	1
Lists a second attribute relevant to the identified job	1
Explains how the second attribute is linked to the job	1
Total	4
Answer could include, but is not limited to:	
Attributes: <ul style="list-style-type: none"> • enthusiasm • reliability • flexibility Application requires linking the attribute to the job. For example, if the job is in retail fashion, enthusiasm could be linked to engaging the customers.	

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.

Description	Marks
Lists a change that has happened in workplaces over the past 20 years	1
Explains how the change has looked in the workplace	1
States the impact of change on the workplace	1
Lists a second change that has happened in workplaces over the past 20 years	1
Explains how the second change has looked in the workplace	1
States the impact of the second change on the workplace	1
Lists a third change that has happened in workplaces over the past 20 years	1
Explains how the third change has looked in the workplace	1
States the impact of the third change on the workplace	1
Total	9
Answer could include, but is not limited to:	
<p>Specific changes:</p> <ul style="list-style-type: none"> • introduction of the internet • ageing workforce • greater participation of women in the workforce <p>Application requires linking the change the impact has had on the workplace. Changes can be technological changes, social changes, or economic changes. For example:</p>	
Introduction of the internet (technology)	<p>→ This has made it easier to/quicker to gather information in any workplace</p> <p>→ There is a requirement for ongoing ICT up skilling of staff</p>

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

Description	Marks
Lists a plausible way to stay employable	1
Explains how the identified way can make you employable	1
Lists a second plausible way to stay employable	1
Explains how the second identified way can make you employable	1
Total	4
Answer could include, but is not limited to:	
<p>Ways to stay employable:</p> <ul style="list-style-type: none"> • update training • strong networks <p>The explanation should link to the way identified to how it makes a person more employable. For example, networking will keep the worker up to date with current industry information and trends.</p>	

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.

Description	Marks
States an interview technique	1
Explains the interview technique	1
Demonstrates how the interview technique will assist in the workplace	1
States a second interview technique	1
Explains the second interview technique	1
Demonstrates how the second interview technique will assist in the workplace	1
States a third interview technique	1
Explains the third interview technique	1
Demonstrates how the third interview technique will assist in the workplace	1
Total	9
Answer could include, but is not limited to:	
<p>Techniques:</p> <ul style="list-style-type: none"> • appropriate dress • research the employer • be early for the interview <p>The explanation requires:</p> <ul style="list-style-type: none"> • a link between the technique and the impact at the interview. For example, dressing appropriately demonstrates that you want the job and have made an effort to dress accordingly • a link between the technique and the how it will assist in the workplace. For example, dressing appropriately demonstrates that you are aware of the importance of workplace dress code and have a professional approach. 	