



ATAR course examination, 2020

Question/Answer booklet

CAREER AND ENTERPRISE

Please place your student identification label in this box

WA student number: In figures

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In words

Time allowed for this paper

Reading time before commencing work: ten minutes

Working time: three hours

Materials required/recommended for this paper

To be provided by the supervisor

This Question/Answer booklet

Number of additional
answer booklets used
(if applicable):

To be provided by the candidate

Standard items: pens (blue/black preferred), pencils (including coloured), sharpener,
correction fluid/tape, eraser, ruler, highlighters

Special items: nil

Important note to candidates

No other items may be taken into the examination room. It is **your** responsibility to ensure that you do not have any unauthorised material. If you have any unauthorised material with you, hand it to the supervisor **before** reading any further.

Structure of this paper

Section	Number of questions available	Number of questions to be answered	Suggested working time (minutes)	Marks available	Percentage of examination
Section One Short answer	5	5	100	109	60
Section Two Extended answer	3	2	80	60	40
				Total	100

Instructions to candidates

- The rules for the conduct of the Western Australian external examinations are detailed in the *Year 12 Information Handbook 2020: Part II Examinations*. Sitting this examination implies that you agree to abide by these rules.
- Write your answers in this Question/Answer booklet.
- Answer the questions according to the following instructions.

Section One: Answer all questions.

Section Two: Answer two questions from a choice of three.
- You must be careful to confine your answers to the specific questions asked and to follow any instructions that are specific to a particular question.
- Supplementary pages for planning/continuing your answers to questions are provided at the end of this Question/Answer booklet. If you use these pages to continue an answer, indicate at the original answer where the answer is continued, i.e. give the page number.

Section One: Short answer**60% (109 Marks)**

This section has **five** questions. Answer **all** questions. Write your answers in the spaces provided.

Supplementary pages for planning/continuing your answers to questions are provided at the end of this Question/Answer booklet. If you use these pages to continue an answer, indicate at the original answer where the answer is continued, i.e. give the page number.

Suggested working time: 100 minutes.

Question 1**(20 marks)**

- (a) Define the concept of a 'career' and the concept of 'work/life balance'. (4 marks)

- (b) Describe **two** reasons why managing your own career and work/life balance is important. (4 marks)

One: _____

Two: _____

Question 1 (continued)

- (c) Explain the changing nature of an individual's work/life balance over their lifetime, using a relevant example. (3 marks)

- (d) Explain the use of **three** self-management strategies in overseeing your individual career development. (9 marks)

One: _____

Two: _____

Three: _____

Question 2

(17 marks)

(a) Explain the features of each of the following workplace organisational structures:

- functional
- geographic.

(6 marks)

Functional: _____

Geographic: _____

(b) Why are internationally-recognised manufacturing standards necessary?

(3 marks)

Question 2 (continued)

- (c) Discuss the concept of the legal and ethical management of information within a workplace. (8 marks)

Legal: _____

Ethical: _____

Question 3

(26 marks)



- (a) Discuss how the above cartoon demonstrates the possible effect of an organisation's structure on an individual's career development. (4 marks)

Question 3 (continued)

‘As part of your individual career development plan you need to develop and refine an electronic career portfolio.’

- (b) Discuss the statement, indicating the purpose and use of an electronic career portfolio in the development of an individual’s career. (4 marks)

- (c) Outline **four** areas that may be developed in an electronic individual pathway plan (IPP) and describe **one** area in which refinement may be necessary at a later stage in a person’s career. (10 marks)

One: _____

Two: _____

Three: _____

Four: _____

Suggested area for refinement

- (d) Describe **four** areas that you may refine in your electronic career portfolio. (8 marks)

One: _____

Two: _____

Three: _____

Four: _____

Question 4

(29 marks)

- (a) Complete the table below to describe the **four** factors that drive organisational restructuring. (8 marks)

Legal <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Environmental <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Economic <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Technological <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

- (b) Explain the impact of organisational restructuring on:
- employees
 - workplace culture
 - industries.

(9 marks)

Employees: _____

Workplace culture: _____

Industries: _____

Question 4 (continued)

- (c) Explain how an employer may effectively manage human, financial, physical and technological resources of an organisation. (12 marks)

Human resources: _____

Financial resources: _____

Physical resources: _____

Technological resources: _____

Question 5**(17 marks)**

- (a) Justify how you would apply personal career decisions by using **two** relevant decision-making tools. (8 marks)

One: _____

Two: _____

Question 5 (continued)

- (b) Describe **three** considerations to be taken into account in managing change in an individual's career development. (6 marks)

One: _____

Two: _____

Three: _____

- (c) Explain how you can use individual pathway plan (IPP) analysis to manage changes in your personal employment circumstances. (3 marks)

End of Section One

See next page

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See next page

Section Two: Extended answer**40% (60 Marks)**

This section contains **three** questions. You must answer **two** questions.

Indicate the **two** questions you will answer by ticking the box next to the question.

Write your answers on the lined pages that follow Question 8.

Supplementary pages for planning/continuing your answers to questions are provided at the end of this Question/Answer booklet. If you use these pages to continue an answer, indicate at the original answer where the answer is continued, i.e. give the page number.

Suggested working time: 80 minutes.

 Question 6 **(30 marks)**

- (a) Identify the **four** management styles and discuss the features of any **two** of these styles in detail. (12 marks)
- (b) Different management styles can have an impact on workplace satisfaction. Explain how workplace satisfaction can be affected by **three** of the management styles identified in part (a). (9 marks)
- (c) Choose a management style and explain how it would encourage workplace efficiency, productivity and sustainability. (9 marks)

 Question 7 **(30 marks)**

- (a) Discuss the legal requirements for employers and employees in the workplace. (8 marks)
- (b) Discuss, using relevant examples, the impact of information communication technologies (ICT) on the operational practices of workplaces using:
- mobile technologies
 - high-speed internet connections
 - social networking. (12 marks)
- (c) Use a specific business example you have researched this year to analyse how changes in efficiency, productivity and sustainability have assisted that business to become more globally competitive. (10 marks)

Question 8**(30 marks)**

- (a) Discuss the potential impact of organisational restructuring on the human, physical and financial resources of a business. Include relevant examples for each resource. (12 marks)
- (b) As businesses grow and change, they use a range of strategies for staff development. Mentoring is one such strategy. Discuss the benefits of mentoring for both the mentor and the mentee. (8 marks)
- (c) Define the concept of 'change management'. Provide **three** detailed examples of the impact of global trends on individual career planning. (10 marks)

End of questions

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