



ATAR course examination, 2018

Question/Answer booklet

CAREER AND ENTERPRISE

Please place your student identification label in this box

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	6	6	100	108	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 2018*. 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% (108 Marks)**

This section has **six** 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**(19 marks)**

- (a) Explain the concept of a career. (3 marks)

- (b) Describe **one** reason for managing your own career and **one** reason for managing your work/life balance. (4 marks)

Managing your own career: _____

Managing your work/life balance: _____

Four: _____

Question 2

(14 marks)

- (a) Describe the concept of continual professional learning and the concept of continual personal learning. (4 marks)

Continual professional learning: _____

Continual personal learning: _____

- (b) Explain an example of learning that might be considered by an individual to fit both the professional and personal categories. (3 marks)

Question 2 (continued)

- (c) Describe **one** reason for the importance of continual personal learning and **one** reason for the importance of continual professional learning in the management of your long-term career development. (4 marks)

Continual personal learning:

Continual professional learning:

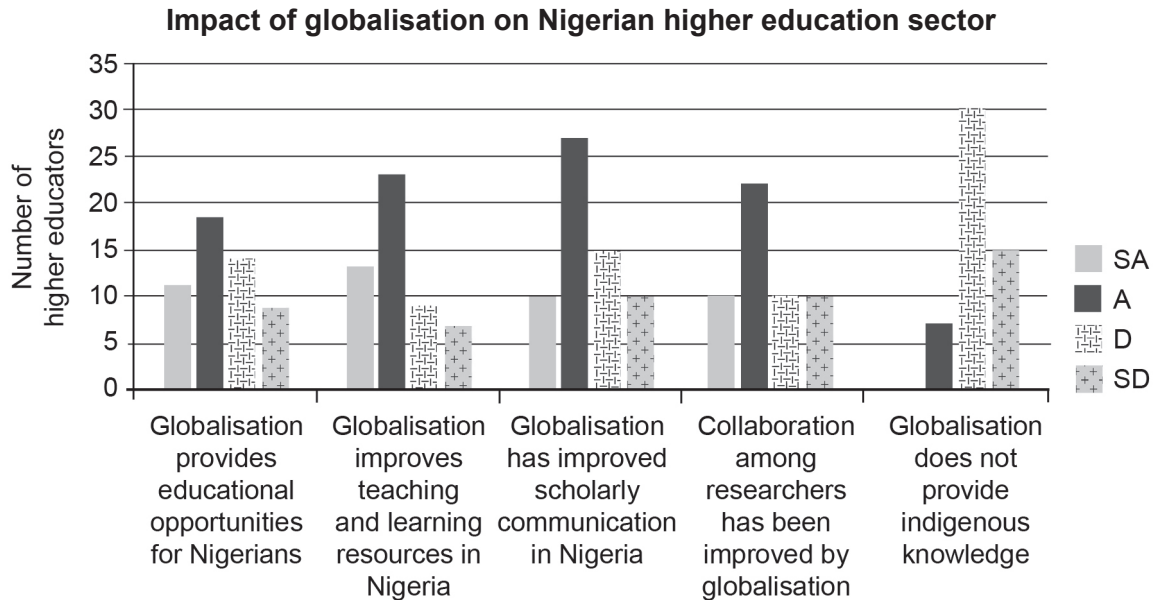
- (d) Explain how the strategy of individual pathway plan (IPP) analysis can be used to manage changes in personal employment circumstances. (3 marks)

Question 3

(10 marks)

Use the data below to answer Questions 3(a)(i) and 3(a)(ii).

Higher educators in Nigeria were asked to respond to a questionnaire about the impact that globalisation has had on the Nigerian higher education sector.



Strongly agree (SA), Agree (A), Disagree (D) and Strongly disagree (SD)

Impact of globalisation on Nigerian higher education sector	SA	A	D	SD
Globalisation provides educational opportunities for Nigerians	11	18	14	9
Globalisation improves teaching and learning resources in Nigeria	13	23	9	7
Globalisation has improved scholarly communication in Nigeria	10	27	15	10
Collaboration among researchers has been improved by globalisation	10	22	10	10
Globalisation does not provide indigenous knowledge	0	7	30	15

(a) (i) Identify which of the following items is ranked as the most positive impact:

- globalisation provides educational opportunities for Nigerians
- globalisation improves teaching and learning resources in Nigeria. (1 mark)

(ii) Identify the item that might be seen as a challenge rather than an opportunity of globalisation for Nigerian higher education. (1 mark)

See next page

Question 3 (continued)

- (b) Describe **four** challenges created by globalisation for organisations. (8 marks)

One: _____

Two: _____

Three: _____

Four: _____

Question 4

(22 marks)

- (a) Explain in detail the importance of accepting diversity in the workplace. (4 marks)

See next page

- (b) Explain **three** strategies employers use to help employees accept working in a diverse workplace. (9 marks)

One: _____

Two: _____

Three: _____

Question 4 (continued)

(c) Explain the following considerations for managing change in career development:

- how to change jobs
- dealing with unemployment
- negotiation skills.

(9 marks)

How to change jobs: _____

Dealing with unemployment: _____

Negotiation skills: _____

Question 5

(26 marks)

- (a) Explain both the positive and negative impacts of organisational restructuring on:
- employees
 - workplace culture
 - industries.

(12 marks)

Employees: _____

Workplace culture: _____

Industries: _____

Question 5 (continued)

(b) Describe the impact that organisational restructuring has upon each one of the following business resources:

- human
- physical
- financial.

(6 marks)

Human: _____

Physical: _____

Financial: _____

(c) Explain **one** reason for the need for internationally-recognised manufacturing standards.

(3 marks)

- (d) The cartoon suggests the effect of the incorrect handling of information in the workplace. Describe the message the cartoonist is portraying by referring to the cartoon and explain the concept of the legal and ethical management of information in a workplace. (5 marks)



'Somehow your medical records got faxed to a complete stranger. He has no idea what's wrong with you either.'

CartoonStock.com

Message: _____

Concept: _____

Question 6

(17 marks)

- (a) (i) Explain the concept of change management in the workplace. (3 marks)

- (ii) Explain the concept of a culture of continuous improvement. (3 marks)

- (b) Explain how a culture of continuous improvement contributes to the competitiveness of a business in the global market place. (3 marks)

- (c) Describe **one** human, **one** financial, **one** physical and **one** technological factor that contribute to effective resource management. (8 marks)

Human: _____

Financial: _____

Physical: _____

Technological: _____

End of Section One

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 9.

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 7 **(30 marks)**

- (a) Discuss the impact of **three** different management styles on workplace satisfaction. (12 marks)
- (b) Explain in detail the need to adapt individual and business practices to work efficiently in a digital workplace. (8 marks)
- (c) Analyse **two** processes used in workplace performance management. (10 marks)

 Question 8 **(30 marks)**

- (a) Evaluate **two** methods of monitoring and improving workplace performance. (10 marks)
- (b) Discuss **two** opportunities for individual career development that can be created by changes in the workplace. (10 marks)
- (c) Analyse **two** future learning options for your own personal and/or professional development. (10 marks)

 Question 9 **(30 marks)**

- (a) Select **two** of the following changes and evaluate how workplaces can be influenced by these changes. Use evidence to support your answers. (12 marks)
- global and domestic economic changes
 - technological changes
 - political/legal changes
- (b) Discuss in detail how **two** predicted global trends in employment could impact on your individual career planning. (10 marks)
- (c) Discuss how **two** different organisational structures might impact on an individual's career development. (8 marks)

End of questions

ACKNOWLEDGEMENTS

- Question 3(a)(i–ii)** Graph and information from: Echezona, R., Ezema, I. J., & Asogwa, B. E. (2009). Globalization, information revolution and higher education in Nigeria: The challenging roles of library professionals. *International Journal of Library and Information Science*, 1(6), p. 77. Retrieved April, 2018, from https://www.researchgate.net/publication/228348215_Globalization_information_revolution_and_Higher_Education_in_Nigeria_The_challenging_roles_of_Library_Professionals
Used under Creative Commons Attribution 4.0 International licence.
- Question 5(d)** Cartoon: Baldwin, M. (2005). *'Somehow your medical records got faxed to a complete stranger. [...].'* [CartoonStock ID: mban1505]. Retrieved April, 2018, from <https://www.cartoonstock.com/cartoonview.asp?catref=mban1505>

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