



ATAR course examination, 2024

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	6	6	100	93	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 2024: Part II Examinations*. Sitting this examination implies that you agree to abide by these rules.
- Write your answers in this Question/Answer booklet, preferably using a black/blue pen. Do not use erasable or gel pens.
- 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% (93 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**(13 marks)**

(a) Question 1(a) has a choice of **two** questions. You must answer **one** question. Do **not** answer both. Tick the box to indicate your selection.

Outline **three** examples of the concept of continual personal learning. (6 marks)

or

Outline **three** examples of the concept of continual professional learning. (6 marks)

Write your answers below.

One: _____

Two: _____

Three: _____

See next page

Question 1 (continued)

- (b) Explain the importance of continual professional learning in the management of long-term career development. (3 marks)

- (c) Describe **two** benefits of workplace mentoring for the mentee. (4 marks)

One: _____

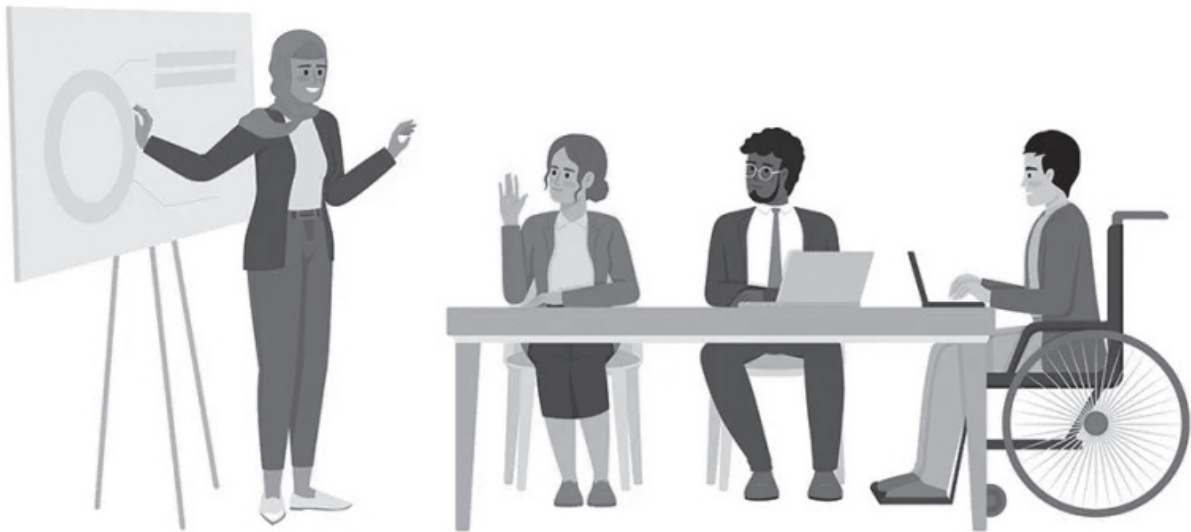
Two: _____

Question 2**(17 marks)**

- (a) Explain how performance management is used by organisations to monitor and improve workplace performance. (3 marks)

- (b) Distinguish between the use of rating scales and 360 degree feedback methods to monitor and improve workplace performance. (3 marks)

Question 2 (continued)



(c) (i) Outline what the above image portrays about this Australian workplace. (2 marks)

(ii) Explain why the workplace portrayed in part (c)(i) is important in Australian organisations. (3 marks)

- (d) Describe each of the following strategies for working in a diverse workplace. (6 marks)

Attending cultural awareness training:

Using appropriate communication techniques:

Being aware of equal opportunity legislation:

Question 3

(13 marks)

Some businesses may not understand the importance of digital workplaces. Building a digital workplace may demand a substantial investment in infrastructure and training. The process is not without challenges.

- (a) Discuss why there is a need to adapt business practices to work efficiently in a digital workplace. (4 marks)

- (b) Explain how advances in technology can influence changes in the workplace. (3 marks)

- (c) Explain **one** challenge and **one** opportunity created by globalisation for individuals. (6 marks)

Challenge: _____

Opportunity: _____

Question 4

(19 marks)

- (a) Contrast how the strategies of up-skilling and retraining are used to manage changes in personal employment circumstances. (4 marks)

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

- (c) (i) Discuss the following predicted global employment trends. (8 marks)

Decline in job security: _____

Increase in working virtually: _____

- (ii) Evaluate the possible impact of an increase in working virtually on individual career planning. (4 marks)

Question 5

(9 marks)

- (a) Justify the need for internationally recognised manufacturing standards. (4 marks)

- (b) Explain the importance of research and product development in assisting businesses to remain competitive in a global economy. (3 marks)

- (c) Define the concept of the ethical management of information within a workplace. (2 marks)

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See next page

Question 6

(22 marks)

- (a) (i) Compare the open and hidden job markets as a means of locating job opportunities. (4 marks)

- (ii) Describe **two** other important stages of gaining a job. (4 marks)

One: _____

Two: _____

- (b) Explain **two** opportunities for individual career development that can be created by changes in the workplace. (6 marks)

One: _____

Two: _____

(c) Discuss **two** factors a potential employee should consider when working overseas. (8 marks)

One: _____

Two: _____

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 **two** legal requirements for employees in the workplace. (8 marks)
- (b) Assess the influence of the following information and communication technologies on workplace operational procedures:
• use of social networking
• mobile technologies. (10 marks)
- (c) Explain how you would effectively manage the human, financial, physical and technological resources in a workplace. (12 marks)

Question 8 (30 marks)

- (a) Discuss **three** decision-making tools used to make personal career decisions. Include a relevant application for each tool in your response. (12 marks)
- (b) Assess the impact of **one** management style on workplace:
• satisfaction
• productivity. (10 marks)
- (c) Argue the considerations for managing change in your career development when changing jobs **and** dealing with unemployment. (8 marks)

Question 9 (30 marks)

- (a) Discuss **one** legal and **one** economic factor that drives organisational restructuring. (8 marks)
- (b) Analyse separately the role of efficiency, productivity **and** sustainability in assisting businesses to become more globally competitive. (12 marks)
- (c) Assess the possible impact of the geographic **and** functional organisational structures on an individual's career development. (10 marks)

End of questions

ACKNOWLEDGEMENTS

Question 2(c)

The Img. (2022). *Work Presentation Semi Flat Color Vector Characters. Editable Figures. Full Body People on White. Inclusion in Workplace Simple Cartoon Style Illustration for Web Graphic Design and Animation* [Illustration]. Retrieved April 2023, from https://as1.ftcdn.net/v2/jpg/05/39/40/46/1000_F_539404650_3WwuMoeUn6PAuJaxAuzH9nSErvn78H6H.jpg

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