



ATAR course examination, 2022 Question/Answer booklet

C	Αl	RE	EF	R A	١N	D
E	N٦	ΓΕ	RP	RI	SI	E

CAREER AND ENTERPRISE	Please place your student identification label in this box
WA student number: In figures	
Time allowed for this paper Reading time before commencing work: Working time:	ten minutes three hours
Materials required/recommend To be provided by the supervisor This Question/Answer booklet	ded for this paper Number of additional answer booklets used (if applicable):
To be provided by the candidate Standard items: pens (blue/black prefer	erred), pencils (including coloured), sharpener.

To

Sta

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	110	60
Section Two Extended answer	3	2	80	60	40
				Total	100

Instructions to candidates

- 1. The rules for the conduct of the Western Australian external examinations are detailed in the *Year 12 Information Handbook 2022: Part II Examinations*. Sitting this examination implies that you agree to abide by these rules.
- 2. Write your answers in this Question/Answer booklet, preferably using a black/blue pen. Do not use erasable or gel pens.
- 3. Answer the questions according to the following instructions.

Section One: Answer all questions.

Section Two: Answer two questions from a choice of three.

- 4. 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.
- 5. 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

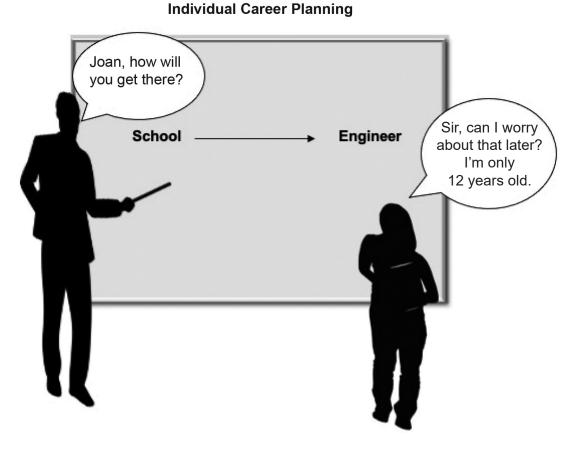
60% (110 Marks)

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 (14 marks)



(a)	(i)	Explain the message the cartoonist is making about managing your own career. (3 marks)

Question 1 (continued)

Outline the concept of a career.	(2 mar
Explain one reason why managing your own career is important	. (3 marl

F	or copyright reasons this quote cannot be reproduced , but may be viewed at the following link https://www.huffpost.com/entry/many-people-have-falselyb_2123141	
(i)	With reference to Dr Tublin's point of view, explain the concept of 'work/balance'.	/life (4 marks

Question 2	(18 marks)
a) (i)	Outline four ways you can develop or refine your Individual Pathway Plan (IPP). (8 marks)
	One:
	Two:
	Three:
	Four:
(::)	
(ii)	Describe one area in which refining your IPP might be necessary at a later point in your life. (2 marks)

Des	cribe four ways you might develop or refine your electronic career portfolio. (8 marks)
One):
Two);
Thr	ee:
For	r:
1 00	

uest	ion 3 (20 marks)
)	Describe how each of the following strategies can be used to manage changes in your personal employment circumstances. (6 marks)
	Up-skilling:
	Retraining:
	Individual Pathway Plan (IPP) analysis:
)	Explain two possible impacts of an organisation's structure on an individual's career
,	development. (6 marks)
	One:
	Two:

changing jobs.				(4 m
One:				
Two:				
	nsiderations importa	nt to managing cha	nge in career dev	
Describe two cor using negotiation		nt to managing cha	nge in career dev	elopment v (4 m
using negotiation				(4 m
using negotiation	skills.			(4 m
using negotiation	skills.			(4 m
using negotiation	skills.			(4 m
using negotiation One:	skills.			(4 m
Using negotiation One: Two:	skills.			(4 m
Using negotiation One: Two:	skills.			(4 m

Ques	stion 4	(23 marks)
(a)	Describe three reasons why a system of internationally recognised manufactus standards is needed.	uring (6 marks)
	One:	
	Two:	
	Three:	

Explain the roles of efficiency, productivity and sustainability is become more globally competitive.	(9 ma
Efficiency:	
Productivity:	
Sustainability:	
Sustamability.	

Question 4 (continued)

Annette Jones is an award-winning business owner. She was asked for her insight on resource management in times of change.

Our design business, named The Graphics Agency, has offered employees remote working options as early as 2012. Since then, we have found many opportunities to manage our resources to maximise profitability and staff satisfaction.

When recruiting employees, I have always been keen to select those who are independent thinkers and are able to work autonomously while meeting client needs. However, depending on the job at hand, I also love to see employees working as part of a team, brainstorming and cooperating with one another. Over time, such people seemed to gravitate towards our business as we gained a reputation for offering flexible working arrangements, allowing us to hire experts from around the world who did not need to relocate.

In order to ensure those who choose to work from home are effectively managed, we have structures in place to keep them connected to those who wish to work on site. For example, we meet collectively on Mondays for an hour on Microsoft Teams, then I meet one-to-one with each employee via the same application, or in person throughout the week. Additionally, we have a WhatsApp messenger group and I provide my employees with smartphones, including plans which are billed directly to the business.

We use an online software system called PixelX, which allows me to track how employees are progressing with projects. As the program is data encrypted, the security of our work is maintained and we are able to utilise cloud technology to store additional, less confidential information. Naturally, policies and procedures are in place to ensure the appropriate training and use of these systems by employees, in order to help prevent a breach.

Graphics Agency de on page 12.	ongn oompany. Oo	apport your amon	or doing ovidence	(8 r

Question 5

(20 marks)

The following script is used to illustrate a particular management style at a leadership conference. Employee: Sir, I was hoping to share some issues with you on behalf of my colleagues. Jimmy, before you waste too much of our time, I want to make it clear how things Manager: run around here. It is a requirement that employees follow my direction and do not complain. I am the most experienced so my opinions and views are the only ones which matter. Employee: ... but Sir, my colleagues have come up with some great ideas about how the issue of output could be better addressed ... Manager: ... My response is no. I have already made the decision and I know what is best. You may leave my office now. (a) (i) Identify the management style communicated by the manager in the script and outline the evidence of this. (3 marks) Management style: (ii) Describe **one** key feature of **two** other management styles. (4 marks) Management style: _____ (0 marks) Key feature: (0 marks) Management style: _____ Key feature:

Compare the democratic/participative and laissez-faire management styles.	(4 marks)
Choose either the autocratic or the democratic/participative management style explain how it would impact workplace efficiency, productivity and sustainability.	and . (9 marks
Management style:	(0 marks
Workplace efficiency:	
Workplace productivity:	
Workplace sustainability:	

Que	stion 6	(15 marks)
(a)	Outline two legal requirements for employers in the workplace.	(4 marks)
	One:	
	Two:	
(b)	Outline two legal requirements for employees in the workplace.	(4 marks)
	One:	
	Two:	
(0)		(2 mayle)
(c)	Explain one factor that drives organisational restructuring.	(3 marks)

Consider the impact organisational restructuring has on employees and workpl culture.	ace (4 marks
Employees:	
Workplace culture:	

End of Section One

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.

Sugg	ested working time: 80 minutes.	
	Question 7	(30 marks)
(a)	 Evaluate the importance of each of the following stages of gaining a job: locating job opportunities applying for a job 	
	attending an interview.	(12 marks)
(b)	Identify two changes that can be created in the workplace. Explain how each may provide opportunities for an individual's career development.	change (8 marks)
(c)	Define the concepts of continual personal learning and continual professional learning. Explain the importance of both in the management of your long-tern development.	
	Question 8	(30 marks)
(a)	Explain the use of the self-management strategies of goal setting, time management self-reflection in building a career.	gement and (9 marks)
(b)	Identify and define two decision-making tools. Justify how each of these may make personal career decisions.	be used to (12 marks)
(c)	Present three reasons why the concepts of self-understanding, personal attrib	

(9 marks)

	Question 9	(30	0 marks)
н	40.000.00	10.	,,

- (a) Explain the impact of information communication technologies (ICT) on the operational practices of workplaces using the following:
 - mobile technologies
 - high speed internet
 - social networking.

(9 marks)

- (b) Evaluate the importance of the following **three** strategies for working in a diverse workplace:
 - attending cultural awareness training
 - using appropriate communication techniques
 - developing awareness of equal opportunity legislation.

(12 marks)

(c) Explain the impact that organisational restructuring has upon human, physical **and** financial resources. (9 marks)

Question number:

Question number:	
	_
	_
	_
	_
	_
	_
	_
	_
	_

Question number:		

Question number:	

Question number:

Question number:	

Question number:	_		

Question number:		

Question number:	_		

Question number:	

Question number:	_		

Question number:

Supplementary page	
Question number:	

Supplementary page	
Question number:	

Supplementary page	
Question number:	

Supplementary page	
Question number:	

ACKNOWLEDGEMENTS

Question 1 Hassan, M. (2018). [Silhouette of a person holding a pointer].

Retrieved February, 2022, from https://pixabay.com/vectors/silhouette-

wand-teacher-professor-3178687/

OpenClipart. (2016). *Female student outline* [Graphic]. Retrieved February, 2022, from https://freesvg.org/female-student-outline

Question 1(b) Quote adapted from: Tublin, P. A. (2013). Why work-life balance is a

false narrative. Retrieved February, 2022, from https://www.huffpost.

com/entry/many-people-have-falsely- b 2123141

This document – apart from any third party copyright material contained in it – may be freely copied, or communicated on an intranet, for non-commercial purposes in educational institutions, provided that it is not changed and that the School Curriculum and Standards Authority (the Authority) is acknowledged as the copyright owner, and that the Authority's moral rights are not infringed.

Copying or communication for any other purpose can be done only within the terms of the *Copyright Act 1968* or with prior written permission of the Authority. Copying or communication of any third party copyright material can be done only within the terms of the *Copyright Act 1968* or with permission of the copyright owners.

Any content in this document that has been derived from the Australian Curriculum may be used under the terms of the Creative Commons <u>Attribution 4.0 International (CC BY)</u> licence.

An Acknowledgements variation document is available on the Authority website.

Published by the School Curriculum and Standards Authority of Western Australia 303 Sevenoaks Street CANNINGTON WA 6107