



ATAR course examination, 2017

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	113	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 2017*. 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 the use of planning/continuing your answer to a question have been 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.

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See next page

Section One: Short answer

60% (113 Marks)

This section has **six (6)** questions. Answer **all** questions. Write your answers in the spaces provided.

Supplementary pages for the use of planning/continuing your answer to a question have been 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.

Read the following two scenarios describing the current employment circumstances of two employees and then answer Question 1 below.

Scenario 1

Annette is 22 and has completed her apprenticeship as a chef. She has just started her first job, working in a small local Western Australian restaurant. Annette is currently engaged and she and her partner intend to get married in the next two years. They have no children at present and she and her partner are renting a single bedroom apartment, which she moved into last year. They are considering having children in the future. The rent on the apartment is affordable on the basis of combined income.

Scenario 2

Mark is 64 and is considering retirement in the next three years. He has worked at the same company his whole life and is currently a manager in one of the areas of the business. He is married with three children, owns his own home and enjoys travel. All of his children have moved out and he and his wife are considering their options regarding where to live after he retires.

Question 1

(12 marks)

For each scenario above, describe in detail the aspects of the work/life balance that need to be considered in their specific work and personal situations.

Scenario 1: Annette _____

Scenario 2: Mark _____

Question 2

(25 marks)

There are a number of social justice, financial, cultural and ethical issues associated with global businesses.

- (a) (i) Describe **two** unethical work practices that may be associated with global businesses. (4 marks)

- (ii) Outline **two** other issues that may be associated with global businesses. (4 marks)

- (b) Discuss **two** factors, financial and/or cultural, you would consider when working overseas that you have not mentioned in part (a). (6 marks)

Question 2 (continued)



- (c) The cartoon suggests one view of Corporate Social Responsibility (CSR). Discuss the message the cartoonist is portraying. (3 marks)

- (d) Define the concept of CSR in a workplace and outline **one** impact of CSR for each of the following:
 - organisations
 - the community
 - the employees.

(8 marks)

Question 3

(21 marks)

- (a) Explain **two** legal requirements for employers and **two** legal requirements for employees in the workplace. (12 marks)

Employers: _____

Employees: _____

- (b) Discuss the impact of **three** different information and communication technologies (ICT) on the operational practices of workplaces. (9 marks)

(b) Explain **four** key elements you might include in your electronic Career Portfolio.

(8 marks)

Question 5

(12 marks)

(a) Describe **three** potential benefits of a mentor to a workplace.

(6 marks)

(b) Outline **three** benefits of a mentor to a mentee.

(6 marks)

Question 6

(25 marks)

- (a) Describe **three** self-marketing methods you could utilise to help develop and manage your career. (6 marks)

- (b) Describe **two** reasons why the concepts of self-understanding, personal attributes and self-marketing are seen as being interconnected elements of career development. (4 marks)

Question 6 (continued)

Read the following extract before answering parts (c) and (d) below:

The New Basics: Big data reveals the skills young people need for the new order.

According to a 2016 three-part series of reports undertaken by the Foundation for Young Australians (FYA), a significant proportion of young people are ill-equipped for the challenges of the 21st century marketplace.

The New Work Order series found that employment is being fundamentally transformed by three forces: automation, globalisation and collaboration. The series found 60% of Australian students are studying or training for occupations that will be mostly wiped out by automation in the next 10 to 15 years, as ever more sophisticated robotics and computers phase out the need for human workers.

FYA's chief executive, Jan Owen, says her organisation found young people take an average of 4.7 years to find full-time work after completing their education, and one in three young Australians is unemployed or underemployed.

- (c) Explain how **two** global trends might result in a decrease in job security for young workers in Australia. (6 marks)

- (d) Discuss **three** strategies a young person might adopt to improve their employment prospects in light of the challenges highlighted in the extract. (9 marks)

End of Section One

See next page

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

This section contains **three (3)** questions. You must answer **two (2)** questions.

Indicate the **two (2)** 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 the use of planning/continuing your answer to a question have been 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 **three** social changes currently occurring in society that are affecting Australian workplaces. (12 marks)
- (b) Explain a suitable response to each of the social changes discussed in part (a) that a proactive employer could implement to ensure the social change does not negatively influence their workplace. (12 marks)
- (c) Describe **two** suitable government initiatives that could be implemented to respond to social change occurring in Australian workplaces. (6 marks)

 Question 8 **(30 marks)**

- (a) Discuss the roles of efficiency, productivity and sustainability in assisting businesses to become more globally competitive. (9 marks)
- (b) Describe **four** factors that drive organisational restructuring. (12 marks)
- (c) Justify **three** reasons for the importance of research and product development in assisting businesses to remain competitive in a global economy. (9 marks)

**Question 9****(30 marks)**

Read the following descriptions of the two companies before answering part (a) below:

Description 1

Zippy Products is a family firm set up by the current owner 20 years ago. He is still very passionate about his original ideas and makes sure all his employees are committed to the same vision. He is committed to making quality products so he has appointed many supervisors and set up many procedures and policies to ensure staff know how to produce the best products. Most workers enjoy working at the company, but a few get tired of filling in all of the reports and other documentation which the company uses to keep track of production and quality control. All employees are inducted before starting work and are required to know the reporting procedures up the chain of management.

Description 2

Coastal Point surf shop was set up by the current owner, who had a passion for surfing. He was not trained in business but is a skilled surfboard maker. His store is always being visited by friends or surfers wanting to look at the boards he and a few surfing friends make.

His co-workers drop in for work when it suits them and the owner is very flexible about this. He is not bothered if they take time off when it suits them as long as enough surfboards are made to meet demand, and adequate profit allows him to enjoy his laid-back lifestyle. He rarely, if ever, interferes in the work of the others. His attitude is 'creative people have to be given space to create'.

- (a) Identify the management style of each of the companies and describe **five** reasons why you believe they exhibit this management style. (12 marks)
- (b) State **four** features of an Autocratic Management Style and describe how this management style could impact on the efficiency, productivity and sustainability of an organisation. (10 marks)
- (c) Describe **two** features of the functional workplace organisational structure and **two** features of the geographic workplace organisational structure. (8 marks)

End of questions

ACKNOWLEDGEMENTS

- Question 2(c)** Streeter, B. (2003, January 2). *We need a campaign to tell the public that we put social responsibility ahead of profits so we can make more profits* [Cartoon]. Retrieved April 20, 2017, from <https://www.cartoonstock.com/cartoonview.asp?catref=bstn35>
- Question 6(c)(d)** Information from: AlphaBeta. (2016). *The new basics: Big data reveals the skills young people need for the New Work Order* (New Work Order Report). Melbourne: Foundation for Young Australians. Retrieved February, 2017, from <http://www.fya.org.au/report/the-new-basics/>
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