



Careers and Employability

General course

Externally set task sample one

Marking key

Total marks for this task: 42

Question 1

(11 marks)

- (a) Describe the concept of personal risk. Outline **one** example of a personal risk that Benjamin might face if he chooses to accept the new job in Sydney. (4 marks)

Description	Marks
Describes the concept of personal risk	2
Makes a general comment about personal risk	1
Subtotal	2
Outlines an example of a personal risk that Benjamin might face if he chooses to accept the new job in Sydney	2
Identifies an example of a personal risk	1
Subtotal	2
Total	4
<p>Answers could include:</p> <p>A personal risk is one that directly impacts on the individual and/or their family. The impact of the risk can be positive or negative to health, finances, relationships, etc.</p> <p>An example of a personal risk that Benjamin might face if he chooses to accept the new job in Sydney is losing the direct support of his family and friends. This could lead to feelings of isolation and homesickness.</p> <p>Accept other relevant answers.</p>	

- (b) Explain, using **one** example from the information provided, the concept of professional risk. (3 marks)

Description	Marks
Explains the concept of professional risk using an example from the information provided	3
Describes the concept of professional risk using an example from the information provided	2
Makes a general comment about professional risk or provides an example	1
Total	3
<p>Answers could include:</p> <p>A professional risk is one taken during career development which can result in improved outcomes for the individual. For example, Benjamin relocating to Sydney for the Sustainability Consultant role will require him to adapt to a new work environment and adjust to unfamiliar networks. There is the possibility of setbacks; however, there is also the potential to improve long-term prospects of career success.</p> <p>Accept other relevant answers.</p>	

- (c) Outline **two** disadvantages for Benjamin if he chooses to relocate to Sydney for this new position. (4 marks)

Description	Marks
For each disadvantage (2 x 2 marks)	
Outlines a disadvantage of Benjamin relocating to Sydney	2
Identifies a disadvantage of relocating	1
Total	4
<p>Answers could include:</p> <ul style="list-style-type: none"> • Benjamin may experience feelings of loneliness or isolation by relocating to Sydney, as he will be leaving behind his support system of family and friends • relocating to a new city can be expensive. Even though there is relocation assistance, it is unlikely to cover all the costs associated with moving services, temporary housing, increased rent, etc • adjusting to a new city, workplace culture and commute can take time. This may impact on Benjamin's work/life balance in the short-term. 	
Accept other relevant answers.	

Question 2

(11 marks)

(a) Explain the concept of initiative.

(3 marks)

Description	Marks
Explains the concept of initiative	3
Describes the concept of initiative	2
Makes a general comment about initiative	1
Total	3
<p>Answers could include:</p> <p>Initiative is about taking a proactive approach to completing work tasks, overcoming challenges and dealing with unexpected events. Individuals who demonstrate initiative typically act before being prompted, are self-motivated, creative and demonstrate a willingness to develop solutions when faced with a problem.</p> <p>Accept other relevant answers.</p>	

(b) Describe **two** ways to show initiative at work.

(4 marks)

Description	Marks
For each way (2 x 2 marks)	
Describes a way to show initiative at work	2
Identifies a way to show initiative	1
Total	4
<p>Answers could include:</p> <ul style="list-style-type: none"> • being proactive – anticipating tasks that will need to be completed and taking action before being asked • identifying ways to improve current work practices – recognising work inefficiencies and developing solutions to improve productivity • vocalising opinions – contributing at team meetings or performance management discussions, voicing ideas, concerns and/or possible solutions • helping fellow workers – supporting others and working collaboratively, especially during challenging or high-pressure situations • seeking more responsibilities – volunteering for challenging tasks and/or stepping forward when unexpected events arise. <p>Accept other relevant answers.</p>	

(c) Discuss **one** benefit of using initiative in the workplace.

(4 marks)

Description	Marks
Discusses a benefit of using initiative in the workplace	4
Explains a benefit of using initiative in the workplace	3
Describes a benefit of using initiative in the workplace	2
Identifies a benefit or makes a general comment about using initiative	1
Total	4
<p>Answers could include:</p> <ul style="list-style-type: none"> • increased empowerment and recognition – using initiative in the workplace showcases an individual’s skills and capabilities to peers and managers, leading to greater recognition within an organisation. This builds trust and increased empowerment, often enabling individuals to have control over their tasks and decision-making. Enhanced confidence and opportunities for career advancement may result. • increased efficiency – proactively identifying and implementing solutions in the workplace, allows an individual to streamline processes and solve common issues quickly. Resourceful thinking can also improve outcomes for individuals when dealing with unexpected work disruptions. Not only can personal productivity be enhanced, but more efficient processes may also lead to a more effective work environment overall. • to create work opportunities – a proactive approach in the workplace can help an individual to identify gaps in their skills and knowledge. Taking action to improve capabilities is valued by organisations. This can lead to expanded responsibilities and/or new roles in the workplace. It also boosts future career growth. <p>Accept other relevant answers.</p>	

Question 3

(10 marks)

Select **two** of the selection criteria provided and construct a response using the SAO (situation, action, outcome) technique. Write the number of which selection criteria you are addressing in the box.

Description	Marks
For each selection criteria (2 x 5 marks)	
The selection criteria is structured applying the SAO technique and provides a detailed response with a range of relevant supporting evidence	5
The selection criteria is structured applying the SAO technique and provides a response with supporting relevant evidence	4
The selection criteria is structured applying the SAO technique and provides a response with generalised supporting evidence	3
The selection criteria is structured applying most elements of the SAO technique and provides a response with limited supporting evidence	2
Addresses the selection criteria in an unstructured manner, providing little or no evidence	1
Total	10
<p>Answers could include:</p> <p>Time management skills</p> <ul style="list-style-type: none"> • assessing and prioritising tasks • planning and scheduling • use of productivity tools/applications • adjusting plans for unexpected events. <p>Verbal communication skills</p> <ul style="list-style-type: none"> • taking into account purpose and target audience • expressing information in a clear, concise and understandable manner • speaking confidently • engaging the audience in conversation. <p>Teamwork skills</p> <ul style="list-style-type: none"> • building rapport with team members • performing team role/s and responsibilities • acting reliably • considering the ideas and opinions of others. <p>Problem-solving skills</p> <ul style="list-style-type: none"> • using open and closed questioning techniques to determine the nature of a situation/issue • breaking down a situation/issue into smaller, manageable components • identifying possible solutions • applying a decision-making model. <p>Accept other relevant answers.</p>	

Question 4

(10 marks)

(a) Outline **two** methods of responding to a job opportunity.

(4 marks)

Description	Marks
For each method (2 x 2 marks)	
Outlines the method of responding to a job opportunity	2
Identifies a method of responding to a job opportunity	1
Total	4
Answers could include: <ul style="list-style-type: none"> • online – responding to a job opportunity through a business’s website by submitting a digital application that includes contact details, education and qualifications, employment history, work experience, etc • written – responding to a job opportunity via post or email by submitting a cover letter and resume containing contact details, education and qualifications, employment history, work experience, etc • verbal – responding to a job opportunity via phone or in person. Applicants express their interest in the job and describe their relevant qualifications, skills and capabilities, often using an ‘elevator pitch’ approach. Accept other relevant answers.	

(b) Explain the purpose of a cover letter in response to a specific job advertisement. (3 marks)

Description	Marks
Explains the purpose of a cover letter in response to a specific job advertisement	3
Describes the purpose of a cover letter in response to a specific job advertisement	2
Makes a general comment about cover letters	1
Total	3
Answers could include: <p>A cover letter accompanies a job applicant’s résumé and concisely communicates their interest in a job opportunity, showcasing the skills and attributes that make them a suitable candidate. Cover letters allow an applicant to make a strong first impression, highlighting their enthusiasm and the unique qualities that set them apart from other candidates. Business’s use cover letters to determine who stands out as a ‘best fit’ for an advertised position.</p> Accept other relevant answers.	

(c) Identify **three** elements that should be included in a cover letter.

(3 marks)

Description	Marks
Identifies three elements that should be included in a cover letter	1–3
Total	3
Answers could include: <ul style="list-style-type: none"> • contact information • a salutation/greeting • an introduction expressing interest in the advertised position • an explanation of skills and/or experience relevant to the advertised position • a closing statement requesting to be considered for an interview. Accept other relevant answers.	

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