



CAREER AND ENTERPRISE SAMPLE EXAMINATION STAGE 2

Section 7 of the *New WACE Manual: General Information 2006–2009* outlines the policy on WACE examinations.

Further information about the WACE Examinations policy can be accessed from the Curriculum Council website at http://newwace.curriculum.wa.edu.au/pages/about_wace_manual.asp.

The purpose for providing a sample examination is to provide teachers with an example of how the course will be examined. Further finetuning will be made to this sample in 2008 by the examination panel following consultation with teachers, measurement specialists and advice from the Assessment, Review and Moderation (ARM) panel.

DRAFT



Western Australian Certificate of Education, Sample External Examination
Question/Answer Booklet

**CAREER AND
ENTERPRISE
STAGE 2**

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 for paper: Three hours

Material required/recommended for this paper

To be provided by the supervisor

This Question/Answer Booklet

To be provided by the candidate

Standard items: Pens, pencils, eraser or correction fluid, ruler, highlighter

Special items: Portfolio

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 notes or other items of a non-personal nature in the examination room. If you have any unauthorised material with you, hand it to the supervisor **before** reading any further.

Structure of this paper

Section	Suggested working time	Number of questions available	Number of questions to be attempted	Marks available
ONE	120 minutes	6	6	100
TWO	60 minutes	2	2	80
[Total marks]				180

Instructions to candidates

1. The rules for the conduct of Curriculum Council examinations are detailed in the *Student Information Handbook*. Sitting this examination implies that you agree to abide by these rules.
2. Write your answers in the Question/Answer Booklet using a **blue or black ballpoint or ink pen**. It is recommended that you **do not use pencil**.
3. Spare answer pages may be found at the end of this booklet. If you need to use them, indicate in the original answer space where the answer is continued (i.e. give the page number).
4. Information for Questions 5–10 has been repeated on a removable information sheet which is inserted into the front of this booklet so that you can refer to it more easily while answering the questions. Do not write your answers on the information sheet. The information sheet is **not** to be handed in with your answers.

SECTION ONE: SHORT ANSWER

In this section, there are **SIX (6)** questions. Answer **ALL** questions.

Allow approximately 120 minutes for this section [100 marks].

Question 1

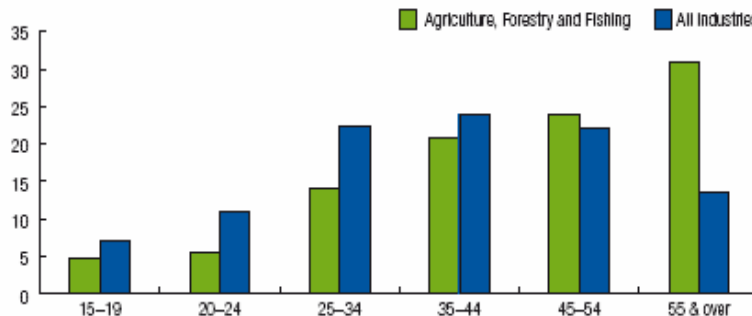
Refer to the flow diagram insert on page 19.

Question 2

The information for this question is all related to the agriculture, forestry and fishing industry area.

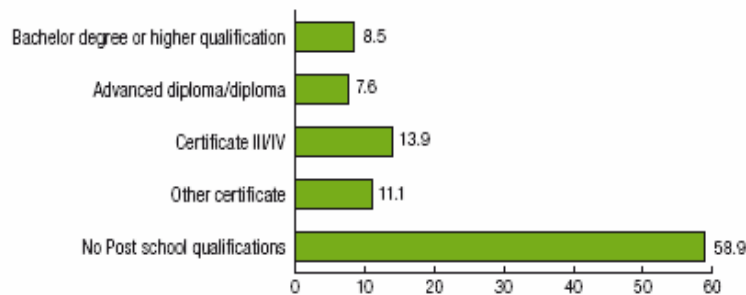
Between 2001 and 2006, employment in Agriculture, Forestry and Fishing fell by 70 200 jobs (16%). A drought was experienced over much of this period.

**Agriculture, Forestry and Fishing
Age Profile, 2005 (%)**



Almost 60% of workers do not have post school qualifications and many skills are learned on-the-job.

**Agriculture, Forestry and Fishing
Educational Profile, May 2005 (%)**



[From: Department of Employment and Workplace Relations, 2006]

(A) Using the statistics from the previous page, explain the current employment trends in agriculture, forestry and fishing.

[3 marks]

Question 3

Teenage part-time employment has grown by over 60% over the last 15 years. Many students now balance study with a casual job, with 39% of teenagers in full-time education and working part-time.

[Department of Employment and Workplace Relations, 2006]

(A) Identify some advantages and disadvantages which could arise for teenagers when combining part-time work and full-time study.

[6 marks]

(B) Propose three (3) long-term career benefits which you could gain by working part-time whilst studying.

[6 marks]

Question 4

To complete this question, choose an industry area/profession. (You could choose a work-
placement you have had, a part-time job or a workplace you are familiar with.)

(A) For that industry area/profession written above, outline two (2) examples of:

i. specific hazards which relate to that workplace

[2 marks]

1. _____

2. _____

ii. aspects of workplace design/layout which can affect productivity and efficiency

[2 marks]

1. _____

2. _____

iii. how supervision and training could impact on efficiency and productivity

[2 marks]

1. _____

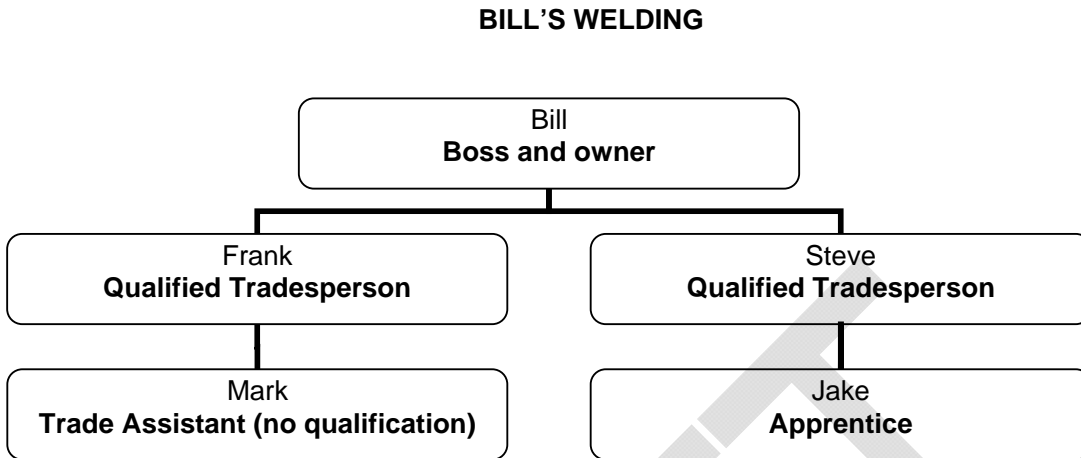
2. _____

(B) Predict three (3) things which could happen if the various conditions related to hazards and
workplace design and layout were not managed.

[3 marks]

Question 5

Mark was employed as a trade assistant in a small boiler-making company. Below is an organisation chart for the company:



Frank targeted Mark, who was the youngest and least qualified worker, with such actions as: having his tools hidden, not being provided with safety equipment when using an angle grinder and verbal abuse ('put downs' and swearing). Mark was very unhappy with the situation.

(A) What effects could this have for Mark personally and for his future in the industry? [6 marks]

(B) (i) Mark is obviously unhappy in this situation. What are his rights and responsibilities in this case? [3 marks]

(ii) What are his employer's rights and responsibilities in this situation?

[3 marks]

(C) Imagine you were in Mark's position. Describe three (3) steps you could take to resolve this conflict? Explain the order in which you would take these steps.

[6 marks]

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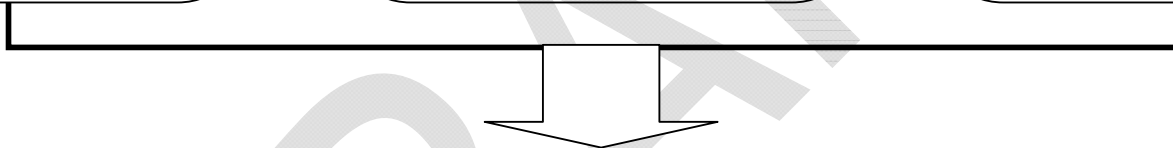
Question 6

Write your preferred work option in the box, and use it to complete the following flow chart:

Recent
TECHNOLOGICAL CHANGES
likely to affect my most preferred work
option. *[5 marks]*

GLOBAL TRENDS
generally, and in the industry related to my most
preferred work option. *[5 marks]*

OTHER CONSIDERATIONS
which could influence my
work choices. *[5 marks]*



How I will **MAINTAIN** my employability in my preferred work area. *[5 marks]*

SECTION TWO: EXTENDED ANSWER

In this section, there are **TWO** questions. Answer **BOTH** questions.

Allow approximately 60 minutes for this section [80 marks].

Question 7

Select **ONE** of the following advertisements to answer this question. You should also refer to your **career portfolio**.

[40 marks]

Junior Warehouse person

Our Warehouse is currently looking for a Junior Warehouse person in the transport industry.

The candidate will assist in the day to day operations of a small warehouse. Experience not necessary as on the job training will be provided.

Duties would include:

Loading and unloading goods with forklift (training provided).

Checking in bound goods against purchase orders.

Checking out bound goods against manifests.

Ute deliveries and pick ups (manual licence required).

General filing and tidying up.

The hours are 8.30am to 5.00pm each day. There will be opportunities for overtime and weekend work if required.

Telemart—Call Centre Operator

Full time, attractive salary

An exciting opportunity exists for people with good communication skills, an excellent telephone manner, the ability to work as part of a close-knit team and some customer service experience.

The right person will also possess high energy levels, a positive attitude and the flexibility to work rostered hours.

Retail Sales Assistant—DJ Store

Silver Records is one of Australia's most innovative Dance Music and DJ Equipment retailers, selling everything from Digital Downloads and Music Production Software/Hardware to DJ Equipment and accessories.

We have a full-time position available for someone with NO sales experience in the DJ or music industry. We will train you, but we expect you to already have an exceptional standard of customer service, a great work ethic and a passion for dance music culture.

After introductory training you will need to be able to clearly explain related technical concepts at a very basic level, becoming more technical as you gain experience.

If you spend way too much time on music/DJ/software/hardware websites, forums and blogs, then we definitely want to hear from you!

The ideal applicants will possess:

- o Talent in providing exceptional customer service
- o Outstanding communication skills
- o A positive attitude and the ability to work within an established team
- o The ability to work in a fast paced environment
- o Flexibility to adapt to a role that may change as our business evolves
- o Initiative and ability to manage daily duties

In return we will offer:

- o Generous discounts and above award salary
- o Training and development to expand your potential

Silver Records operates seven (7) days a week and therefore flexibility with hours is essential.

Junior IT position

Great team/Great opportunity

Attractive Salary

An exciting opportunity exists for a Junior IT Technical Support officer to join a close knit team to provide exceptional IT support and services to our growing client base!

You will require:

- * Outstanding communication and interpersonal skills.
- * Passion and flair for IT and client service.
- * A 'can-do' attitude, be highly motivated and have the ability to work with minimal supervision and within a team environment.
- * Some exposure to Microsoft products.
- * A practical and well-organised approach to work with the ability to manage time efficiently

Your working week:

Monday–Friday: 8.30–5.30pm (some flexibility required).

In turn you will be given the opportunity to grow and progress within a friendly, supportive team environment, enjoy a varied role and be rewarded accordingly with an attractive salary package with bonuses.

COSMETICS INDUSTRY Want to work with make-up?

This Generation is searching for fresh faces with a passion for sales/customer service who can contribute to our development and growth.

We urgently need to fill openings in: entry level sales, customer service and cash handling. Candidates need to be well presented, willing to learn and able to relate to different types of customers.

NO EXPERIENCE NECESSARY

We are eager to expand our business and offer:

Travel
Leadership programs
Career advancement
Goal setting and target hitting
Positive business environment

If you want your foot in the door to the beauty and cosmetic industry, or aspire towards being part of an exciting future, then contact us ASAP to avoid disappointment!

You are applying for one of the preceding jobs. Write an explanation outlining how you would prepare to apply for this job, including:

- Three pieces of evidence which you would select from your portfolio to show the prospective employer. Explain your choices and why they would support your application for this position.
[10 marks]
- Three possible questions the interviewer could ask. You must consider 'ice-breaker' type questions, job specific questions and skills questions. You must also provide your answers to the questions.
[10 marks]
- Outline of the non-verbal/body language which is important in a successful interview situation and how you would use it.
[10 marks]
- Job interviews today usually contain some reference to the internet, often asking whether you have examined the company's website. What sort of information could you find on a company's website that could help you with your job application?
[10 marks]

Question 8

Consider the following statement and newspaper article from *The West Australian* newspaper before answering the question.

[40 marks]

'Globalisation means that space and time no longer seem connected. With instantaneous communications, knowledge and culture can be shared around the world simultaneously. Goods, services and labour can now be supplied from around the world to meet needs and wants.'

Austal in push for foreign workers

WA shipbuilder Austal has urged the federal government to boost the number of foreign workers brought into WA, claiming the serious shortage of skilled workers is hampering production.

Austal, which employs about 20 percent of its 1000-strong workforce on temporary 457 visas, claimed the Government's classification system needed new skills that industry was lacking in.

In a submission to the joint standing committee on migration's inquiry into the 457 scheme, Austal chief Stephen Murdoch said the company was finding it nearly impossible to get skilled workers, particularly experienced scaffolders.

It asked for a review of approved occupations for WA, particularly related to building and manufacturing.

The state government, in its submission, asked for the skilled migration scheme to be weighted towards WA. It said about 40,000 workers would be needed over the coming few years and 457 workers offered a solution to the crisis.

March 2007

- Is the internet an essential career management tool? Explain how you could use innovations like myspace or Google—or any internet tool—in your career management. [10 marks]
- Explain how you think globalisation could alter workplaces into the 21st Century and how this could impact on your future work options. [10 marks]
- Austal is addressing its skills shortage using workers from other countries. Explain how using 457 workers could benefit Western Australia. [10 marks]
- What other strategies could Austal employ to solve its labour shortages which, in the long-term, could have a positive impact on local career development opportunities? [10 marks]

SAMPLE EXAM

CAREER AND ENTERPRISE STAGE 2

Section One

Question 1 This question would be reproduced on an A3 sheet in the case of an actual exam.

Complete the following flow diagram which details your future work options.

(A) My **MOST PREFERRED WORK OPTIONS** – state two work options and provide one sentence about why you have chosen each work option (you could take into account interests, skills, personal qualities, etc) At least ONE of these options should require some further training/qualification/study. [6 marks]

(B) EMPLOYABILITY SKILLS
I need for my most preferred work option
(specify the reasons these are needed)

[4 marks]

(C) EMPLOYABILITY SKILLS
I have developed for my most preferred work option
(give examples of where demonstrated)

[4 marks]

(E) QUALIFICATIONS/TRAINING
I need for my two most preferred work options

[4 marks]

OPTION 1

OPTION 2

(D) STEPS TO TAKE
to achieve my most preferred work option

[6 marks]

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ACKNOWLEDGEMENTS**SECTION ONE**

Question 2 Department of Employment and Workplace Relations. (2006). *Australian jobs 2006* (p. 11). Retrieved August, 2007, from Australian Workplace website:
<http://www.workplace.gov.au/NR/rdonlyres/D89DF430-C009-4E7F-812E-1BA4235428E1/0/AustralianJobs2006.pdf>.
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Question 3 Adapted from: Department of Employment and Workplace Relations. (2006). *Australian jobs 2006* (p. 4). Retrieved August, 2007, from Australian Workplace website:
<http://www.workplace.gov.au/NR/rdonlyres/D89DF430-C009-4E7F-812E-1BA4235428E1/0/AustralianJobs2006.pdf>.

SECTION TWO

Question 2 Austal in push for foreign workers. (2007, March). *The West Australian*.