

# CAREER AND ENTERPRISE

## ATAR

NAME

### Time allowed for this paper

Reading time before commencing work: ten minutes

Working time for paper: three hours

### Materials required/recommended for this paper

#### *To be provided by the supervisor*

This Question/Answer Booklet

#### *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 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	Number of questions available	Number of questions to be answered	Suggested working time (minutes)	Marks available	Percentage of exam
Section One: Short answer	6	6	100	100	60
Section Two: Extended answer	3	2	80	60	40
					100

## Instructions to candidates

1. The rules for the conduct of Western Australian external examinations are detailed in the *Year 12 Student Information for Sevenoaks Senior College*. Sitting this examination implies that you agree to abide by these rules.
2. Write your answers in this Question/Answer Booklet.
3. You must be careful to confine your responses to the specific questions asked and to follow any instructions that are specific to a particular question.
4. Spare pages are included at the end of this booklet. They can be used for planning your responses and/or as additional space if required to continue an answer.
  - Planning: If you use the spare pages for planning, indicate this clearly at the top of the page.
  - Continuing an answer: If you need to use the space to continue an answer, indicate in the original answer space where the answer is continued, i.e. give the page number. Fill in the number of the question that you are continuing to answer at the top of the page.

**See next page**

## Section One: Short answer

**60% (100 Marks)**

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

Spare pages are included at the end of this booklet. They can be used for planning your responses and/or as additional space if required to continue an answer.

- Planning: If you use the spare pages for planning, indicate this clearly at the top of the page.
- Continuing an answer: If you need to use the space to continue an answer, indicate in the original answer space where the answer is continued, i.e. give the page number. Fill in the number of the question that you are continuing to answer at the top of the page.

Suggested Working Time: 100 minutes

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### Question 1

**(8 marks)**

Describe **two** key features of a functional and a geographic organisational structure. (8 marks)

## Question 2

(18 marks)

- (a) Describe the term 'productivity', then briefly explain **two** impacts of management styles on workplace productivity. (6 marks)
- (b) Explain **three** ways in which management could increase satisfaction in the workplace. (9 marks)

### Question 2 (continued)

- (c) The image below portrays a management style you have learned about. Identify the management style the cartoonist is trying to represent and briefly explain the message that the cartoonist is seeking to convey. (3 marks)



### Question 3

(11 marks)

(a) Describe the concept of a culture of continuous improvement. (5 marks)

(b) Explain how the contribution of a culture of continuous improvement can impact the competitiveness of a business in the global market place. (6 marks)

**Question 4**

**(17 marks)**

- (a) Discuss the impact of social networking, mobile technologies and high speed Internet on **the operational practices of workplaces.** (9 marks)

**Question 4 (continued)**

- (b) Briefly explain **one** benefit and **one** drawback to an organisation and an individual of working virtually. (8 marks)



**Question 5**

**(15 marks)**

- (a) Explain **two** key benefits and **one** drawback of using Six Thinking Hats as a decision making tool when managing your career development? (9 marks)
- (b) Apply the Cost Benefit Analysis decision making tool to justify a decision of a work opportunity with a global company based in Paris. (6 marks)

**Question 6****(27 marks)**

- (a) Explain how the effective management of financial, human and physical resources can impact on individual career development in the workplace. (9 marks)

**See next page**

**Question 6 (continued)**

- (b) Suggest **two** strategies an organisation might use to ensure effective management of financial, human, physical and technological resources. (8 marks)

**See next page**

**Question 6 (continued)**

- (c) Discuss strategies that an organisation could implement to ensure legal and ethical management of information within the workplace was upheld. (10 marks)

**End of Section One**

## Section Two: Extended answer

40% (60 Marks)

This section contains **three (3)** questions. You must answer **two (2)** questions only. Write your answers on the lined pages provided at the end of this booklet.

If you use a page for planning, indicate this clearly at the top of the page.

Suggested working time: 80 minutes.

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### Question 7

(30 marks)

Factors that drive organisational restructuring include:

- Legal factors
- Environmental factors
- Economic factors
- Technology factors

- (a) Choose **two** of these factors and explain with an example how it might drive organisational restructuring. (8 marks)

Question 7 (continued)

(b) Discuss the impact of organisational restructuring on human, physical and financial resources of a business. (12 marks)

(c) Discuss the impact of internationally recognised manufacturing standards on global organisations. (10 marks)

**Question 8**

**(30 marks)**

- (a) Explain with examples the meaning of 'Diversity in the Workplace' and how it can impact on your career development. (10 marks)

- (b) Discuss **three** strategies that can be implemented in a diverse workplace to ensure a productive, efficient and sustainable workplace. (12 marks)

**Question 8 (continued)**

- (c) Explain how government initiatives and legislative workplace reforms can have an impact on diverse workplaces. (8 marks)

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**OR**



**Question 9**

**(30 marks)**

- (a) Define the concept of change management in an organisation and explain **two** advantages to a workplace and **one** advantage to an employee of an organisation implementing a change management process. (12 marks)

**Question 9 (continued)**

- (b) There are many important considerations when going through the stages of gaining a job. Describe two aspects that may need to be considered at each of the following stages in this process:
- locating job opportunities
  - applying for a job
  - attending an interview.
- (12 marks)

**Question 9 (continued)**

- (c) Explain **one** strategy that an individual could implement and **one** strategy that an organisation could implement to ensure efficient work in a digital workplace. (6 marks)

**End of Questions**