Marking Key Careers Practice questions

FROM \*\*\*\*\*\*\*\*

1. Question 1

Identify a social, economic and political change and outline how that change has affected workplaces that you are familiar with. (9 marks)

|  |  |  |
| --- | --- | --- |
| Correctly identifies each change | 1 mark each ( max 3 marks) |  |
| Outlines how each change has affected a workplace | 2 marks each (max 6 marks) |  |
| **TOTAL** | |  |
| Answers could include:  Ageing population: BMW adapted workplace to accommodate – magnifying glasses - to increase productivity  Exchange Rates: RipCurl: cost of importing and exporting constantly changing  Fair Work Act: Grill’d changed pay rates to comply | | |

(b)Explain how one of these factors might impact on your own preferred future (3 marks)

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Makes clear link between the factor, the impact and your own preferred future | 3 marks |  |
| **TOTAL** | |  |
| Answers could include:  Ageing population: lots of older teachers not retiring, less opportunity for me to get foot in the door, might be good as I am cheaper to hire, I can learn from older staff in a workplace, I have more current knowledge, newer ideas | | |

(c) Suggest a strategy you could employ to manage your personal and professional future success in a changing world. (4 marks)

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Correctly identifies a strategy for personal success & link to changing world | 2 marks |  |
| Correctly Identifies a strategy for professional success and links to changing world | 2 marks |  |
| **TOTAL** | |  |
| Answers could include:  Personal: Self Reflection: Using a journal to learn from mistakes, learn how to deal with success and failure, keep track of strengths and weaknesses. When world around me is changing, I know what I need/can do to succeed  Professional: IPP: use it to set goals, identify VIPS, update as I grow. Always in a position to promote myself for next opportunity – even if unexpected | | |

**Question 3**

(b)Explain how performance management can benefit an organisation and an individual. (6 marks)

|  |  |  |
| --- | --- | --- |
| Briefly outlines what performance management is | 2 marks |  |
| Clearly explains how performance management benefits an organisation | 2 marks |  |
| Clearly explains how performance management benefits an individual | 2 marks |  |
| **TOTAL** | |  |
| Answers could include:  Performance Management: finds out how well an employee is performing, identifies areas for development, set goals for individual to achieve Organisation: path of continual improvement, identifies areas of weaknesses and can provide training to meet them, improves productivity and efficiency of staff  Employee: is aware of strengths and weaknesses, can set a goal to improve, gets training to improve, positive feedback is motivating, | | |

**Question 4**

(c) Identify two qualities that a Baby Boomer and a Gen Y employee would bring to a workplace and suggest a benefit of having both in the same workplace. (5 marks)

|  |  |  |
| --- | --- | --- |
| Correctly identifies TWO Baby Boomer qualities | 1 mark each (max 2) |  |
| Correctly identifies TWO Gen Y qualities | 1 mark each (max 2) |  |
| Accurately suggests a benefit of having both Gen Y and BB in one workplace | 1 mark |  |
| **TOTAL** | |  |
| Answers could include:  Baby Boomer: Loyalty, value to organisation, link to mission, value time at work  Gen Y: collaborator, problem solver, good with tech  Benefit: learn from each other, old mentor young, young teach old, range of ideas | | |

Extended Q 8

1. Describe two strategies that a Financial Manager and an IT Manager could adopt to effectively manage the financial and technological resources of an organisation (12 marks)

|  |  |  |
| --- | --- | --- |
| Clearly describes a strategy to manage financial resources of an organisation and explains why it is effective | 3 marks x 2 |  |
| Clearly describes a strategy to manage technological resources of an organisation and explains why it is effective | 3 marks x 2 |  |
| **TOTAL** | |  |
| Answers could include:  Finance:  Budget: make everyone accountable, share info, allocate $$ spend to each department, make sure everyone sticks to it  Make sure that people are not overpaid for the work that they do – paid according to their skill and ability. That way money is not being wasted on them and getting value for the $$  Technological: Update hardware and software so compatible with each other and able to do tasks most efficiently  Ensure all technology is virus protected to make sure that it cannot be contaminated or can be accessed by the wrong people | | |

1. Justify how one strategy described above would enhance the sustainability of an organisation. Use examples to support your answer (8 marks)

|  |  |  |  |
| --- | --- | --- | --- |
| Chooses strategy from part a | | 1 mark |  |
| Clearly explains what is meant by sustainability | | 3 marks |  |
| Justifies how strategy enhances sustainability | 3 marks | |  |
| Includes relevant examples | 1 mark | |  |
| **TOTAL** | | |  |
| Answers could include:  Sustainability: Ability for org to continue into future, coping with future demands, not destroying our world to do so  Justify: Budgeting: allows org to manage $$ to cope with down time and boom eg: LJBC budget has contingency for unexpected events  Setting salaries: keeps expenses under control so that can budget for future  Updating hardware; stays up to date with consumer trends and copes with new software, improves processes to save time/money eg: laptops for teachers can do work from home, copes with SEQTA  Updating virus protection: protects from hacking eg; financial info that could be compromised | | | |

1. Discuss the ethical and legal issues associated with the management of data in an organisation. Use examples to support your answer. (10 marks)

|  |  |  |
| --- | --- | --- |
| Provides details of what data needs to be managed | 2 marks |  |
| Discusses ethical issues associated with managing data | 3 marks |  |
| Discusses legal issues associated with managing data | 3 marks |  |
| Provides examples to support answers | 2 marks |  |
| **TOTAL** | |  |
| Answers could include:  Data in organisation includes: Contact details of staff and customers, medical details, salaries, company information, financial details of an organisation, communication records, HR records, legal records, customer complaints, employee complaints Management of Data: need to make sure that the right people have access to the right data and that there is security around data to prevent from hacking eg: LinkedIn data, Leapfrog customer information. Salaries should only be available to Payroll staff – and they sign confidentiality form  Legal: Some info is company secret, trade secret eg: KFC recipe, that data needs to be securely managed, can compromise security/point of difference of an organisation. When doctors/psychs see patients, that info is confidential and legally cannot discuss with anyone. In some commercial organisations, salaries are confidential and you are not allowed to discuss with other employees – leads to unrest if unequal pay  Ethically: Customers give personal info to companies and some companies use that info to email and promote their products, not ethical to use it for anything else. FB data – used to target advertising – is that ethical? Some organisations are more transparent about how they operate than others – some keep their processes and financial details secret – how much should employees know? Freedom of information? Where do you draw the line? | | |

Q9

1. Explain the message portrayed in the cartoon above and discuss the impact of mobile technologies, high speed internet and social networking on the operational practices of organisations you have studied. (20 marks)

|  |  |  |
| --- | --- | --- |
| Provides detailed explanation of the cartoon message | 3 marks |  |
| Provides detailed discussion of the impact of mobile technologies on operational practices | 4 marks |  |
| Provides detailed discussion of the impact of high speed internet on operational practices | 4 marks |  |
| Provides detailed discussion of the impact of social networking on operational practices | 4 marks |  |
| Links impact of each of three above to specific organisations | 5 marks |  |
| **TOTAL** | |  |
| Answers could include:  Cartoon: one person against a large, interconnected, online, powerful machine. The machine is not just one item, it is a large collection of small and large devices and both the man and the machine are looking as though they are about to fight. Message: That individuals need to be able to deal with a lot of technology, it should not be a fight, need to have training to deal with it. If you are not trained or don’t have the skills then it will be a fight  Mobile Technologies: In schools, Mobile technologies allow students to access curriculum content, assessments, marks and can email teachers from their smartphones connecting with the teachers on their laptops. Workplaces have become more flexible in the hours they operate –teachers contacting students and vice versa outside school hours. Dominos have apps so can order online and track the order, need to constantly update, turns organisations into 24/7 operations, can monitor employees – big brother mentality  High Speed Internet: Organisations able to share information online, can be accessed globally – a teacher at our school can upload an entire program online in England which can be accessed by students instantly in Australia. Global Organisations can have virtual meetings with people in different countries connected online using VOIP such as Skype to connect. School teachers can be interviewed online from another country rather than having to pay to fly people over for face to face interview. Communication is instant –globally. Workplacesl are virtual – can work from anywhere. Can buy and sell online – less need for physical outlets to sell products or provide services  Social Networking: Great tool for organisations to promote their products: McDonalds and Hungry Jacks promote their products, offer prizes, reward customers, find nearest store –all positive marketing. Organisations use social media to get feedback from customers – can be positive and negative – when Westpac banks did not lower interest rates there was uproar. Qantas got bad feedback when they removed pork from flights to Muslim countries. Organisations need to employ staff to manage social networks – company and customer comments. Social networking such as FB could have negative impact on productivity in workplace – some people spend time on FB when at work is a distraction. Organisations need to introduce policies on how to manage social networking - some places ban FB eg: our school blocks YouTube and social networking for students but not for staff. Organisations also use social networking to recruit future employees – LinkedIn, or check FB Twitter or Instagram accounts as part of recruitment process | | |

1. Discuss the impact of ICT in your preferred future and evaluate your own ability to work efficiently in a digital workplace. (10 marks)

|  |  |  |
| --- | --- | --- |
| Provides detailed discussion of impact of ICT on preferred future, clearly describes what it means to work efficiently in a digital workplace and evaluates own ability linked to above | 8-10 marks |  |
| Provides brief discussion of impact of ICT on preferred future, briefly describes what it means to work efficiently in a digital workplace and evaluates own ability | 5-7 marks |  |
| States there is an impact of ICT on preferred future, describes working in a digital workplace and evaluates own ability | 1. 4 mark |  |
| **TOTAL** | |  |
| Answers could include: Teaching  ICT is integrated into schools so it is essential that I am confident to use all aspects of ICT.  Social Networking: Need to make sure that my profile is professional – have a LinkedIn profile and update my skills, experience and referrals regularly. Need to make sure my personal social networking is also professional – so my FB account does not show me in a bad light.  Mobile Technologies: need to be prepared to be contactable outside school hours and to respond within a reasonable time to emails or messages. Need to be skilled to use a range of mobile devices – some schools use Apple others Windows, better to be able to use both. Need to be aware of my work life balance and make sure that I turn devices off so that I get time to relax and not be at work.  Internet: As a teacher there are a lot of resources online that I can access easily from around the globe. Trend in education is that more and more content is online, I may need to learn coding or web design or just make sure that my skills are updated so that I know what is possible to do online to make learning easier for students. | | |