Note: This Externally set task sample is based on the following content from Unit 3 of the Year 12 General syllabus:

- identify personal and professional skills and attributes and understand their link to career development
- self-management strategies to enhance personal change and growth, including:
  - self-reflection
  - construction of SMART (specific, measurable, achievable, realistic, time based) goals
  - interacting with others through teamwork and networking
- identify personal and professional learning opportunities and understand their link to career development
- remaining employable in constantly changing workplaces, including:
  - undertaking training and up-skilling
  - networking and e-networking
- the impact of social, cultural and technological change on current work patterns and work settings
- the impact of global trends on the workforce, including:
  - the ageing workforce
  - a more mobile population
  - changing work roles of family members
  - e-commerce (for example, online shopping)
  - overseas outsourcing

In future years, this information will be provided late in Term 3 of the year prior to the conduct of the Externally set task. This will enable teachers to tailor their teaching and learning program to ensure that the content is delivered prior to the students undertaking the task in Term 2 of Year 12.

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Career and Enterprise

Externally set task

Working time for the task: 60 minutes
Total marks: 36 marks
Weighting: 15% of the school mark

1. To stay up-to-date in any work environment requires ongoing personal and professional training and development. (6 marks)

State one of your own personal career goals:

Career goal ____________________________________________________________

Using the career goal stated:

(a) Identify one (1) personal development opportunity and explain how this would help you to achieve your stated career goal. (3 marks)

   Personal development opportunity: __________________________________________
                                __________________________________________
                                __________________________________________
                                __________________________________________
                                __________________________________________

(b) Identify one (1) professional development opportunity and explain how this would help you to achieve your stated career goal. (3 marks)

   Professional development opportunity: ________________________________________
                                __________________________________________
                                __________________________________________
                                __________________________________________
                                __________________________________________


2. Identify a job you are interested in and choose two (2) skills that you have and explain how each of these skills would demonstrate your suitability for this job. (4 marks)

Job: ____________________________________________________________

Skill 1

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Skill 2

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

3. Identify another job, different to the one identified in Question 2, in which you are interested. Choose two (2) attributes you have and explain how each of these attributes demonstrates your suitability for this job. (4 marks)

Job: ____________________________________________________________

Attribute 1

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Attribute 2

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
4. In the past 20 years, there has been considerable change in workplaces. Discuss three (3) of these changes and the impact that each change has had on the workplace.

(9 marks)

Change 1

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Change 2

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

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________________________________________________________________________________

________________________________________________________________________________

Change 3

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________________________________________________________________________________
5. Explain **two (2)** ways you can make sure that you stay employable when workplaces are constantly changing.  
   
   **(4 marks)**

   Way 1

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

   Way 2

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

6. Chelsea has a job interview for a part-time job at a large hardware store. List **three (3)** interview techniques that she could use and explain how each of these may help her get the job.  
   
   **(9 marks)**

   Interview technique 1: ________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

   Interview technique 2: ________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
Interview technique 3: __________________________________________________________

____________________________________________________________________________

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