This document contains ‘sample answers’, or, in the case of some questions, ‘answers could include’. These are developed by the examination committee for two purposes. The committee does this:

(a) as part of the development of the examination paper to ensure the questions will effectively assess students’ knowledge and skills, and

(b) in order to provide some advice to the Supervisor of Marking about the nature and scope of the responses expected of students.

The ‘sample answers’ or similar advice are not intended to be exemplary or even complete answers or responses. As they are part of the examination committee’s ‘working document’, they may contain typographical errors, omissions, or only some of the possible correct answers.
Section II

Question 11

*Answers could include:*

**Advantages**
- More accurate
- Faster to reproduce
- Easy to store/backup/transport drawings

**Disadvantages**
- Can be slow to produce
- Requires high-level program knowledge
- Programs can be expensive

Question 12

*Answers could include:*

- Initial meeting with client to discuss project concept
- Develop sketches for client
- Meet with client to review concept sketches
- Amend sketches based on feedback from client
- Review changes with client
- Develop drawings/model
- Review drawings with client
- Complete forms for council
- Submit to council
-
Question 14

Sample answer:

Question 15

Sample answer:
Section III

Question 16 (a)

Answers could include:

Environmental considerations which may affect a decision to expand a company or relocate:
- Change in distance from markets/storage/logistics
- Change in distance from suppliers
- The type of manufacturing process involved in the production
- The opportunities to save or recycle waste
- The greater or lesser use (demand for) utilities such as water, electricity, gas and storage
- The environmental consideration of relocating the staff

Question 16 (b)

Answers could include:

Small business must assess what stage the business is currently in (establishment, growth, maturity or post-maturity phase) and what business plan they have for the next five years and/or succession planning. The business is relocating to enable expansion.

Structural Issues:
- Relocating will enable the adoption of new strategies in production layout, storage, prototype and development work
- The outsourcing of some production would permit reduction in staff numbers or multi-skilling
- Promote multi-skilling, as job skill enlargement and/or job enrichment. It brings about better management structure with employees getting more responsibility, more job satisfaction, and probably more pay

Technical Issues:
- Opportunities to adopt new technologies both in production and administration
- Better production flow
- Better quality control measures can be introduced
- Introduce newest and latest means of production
- Enable a true comparison with competitors
- Whereas some jobs may become redundant other new jobs will be established
- Gives opportunities for retraining/ multi-skilling

Personnel Issues:
- Trained, experienced and loyal staff members are a business’s greatest asset.
- Any change must be “sold” to staff emphasising the improvement and advantages they will be part of
- Change in technology and structure will infringe on staff and therefore care should be taken not to alienate key staff
• Key staff are identified by using a personnel skills audit process looking at an individual’s experience, skills and personal qualities
• A change is also a chance to “cull” personnel that fail to contribute
• Retrained, up-skilled, multi-skilled and loyal employees should be recognised publicly and rewarded