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a). Outline the personal management skills required by youth in the workplace.

Youth are require to have a communication skills and others general skills that helps them to participate in the workforce.

Communication skills allows them to positively / friendly talk with the customer when taking order. As many youth are ~~still~~ still attending school, job that are available are mostly ~~fast~~ fast-food restaurant such as Mc Donalds, Hungry Jack, KFC and Easy-Way that allows students to work according to their allocate time of the day or weekend. The ability to communicate are very important as it allows youth to further improve on their services skills.

However, body language are also important such as smile, when welcoming the

customer or taking the bill.

Body language tells that the worker are in the mood to do their jobs right and the ability to tell the customer in foreigner/traveller that could not speak english but could understand by the body language.

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b). How does labour force participation vary across the life span?

Through a person life span individuals are work different jobs in the workforce. A person between 15-25 are most likely in school so they could only work in part-time jobs like a food court or fast-food include Mc Donalds, Hungry Jacks. Age of 26-35 could work in a full time or have their own business.

← Tick this box if you have continued this answer in another writing booklet.

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c). Access how employees' rights and responsibilities are supported by workplace structures.

Employees' have the rights to know about their payment and the payment agreement according to the start of the first day.

They also have the right to protected their personal issues. Also, regarding sex, gender, age, religion they are to be treated equally in the workforce.

However, they also have the responsibilities to work efficiency and do their job correctly according to the payment. They must communicate with each other when

facing problem and
must notify the
employer immediately
of the issue.

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