

Start here.

a.

Youth are required to know skills that are basic however are in depth enough for them to obtain a job. The personal management skills required by youth include planning, organisation, communication, problem-solving and decision-making.

b.

The labour force participation varies across the entire life span. For instance, the youth may still be at school or studying and will also have a part-time job, where they can work on the days they don't study or after school jobs. Also, youth do seasonal work ^{as} it's available and mostly occurring during October to March, during the Christmas holiday break in order to gain money or an income whilst on holidays. Adults, also, without a doubt work full-time work, every day 5 times a week as they are finished school and can work everyday, however some still study. Parents study as well as work in order to gain an income as well as satisfy their needs as well as their families' needs. Adults ~~participate~~ ^{can have differing work patterns} can shift work, casual, full-time, job share, self-employment and working remotely, there are many work patterns available to adults. Another ~~type~~ type of person

that are available to participate in the labour force include retirees and the elderly. The Elderly consist of ages from 65 and upwards. However elderly may not conduct in hard working labour, they generally participate in voluntary work. This is a service done for non-monetary benefits, they arent paid for their service but they contribute to the community. ~~For~~ For example, Green clean day is a volunteered service that clean the environment on this day, Elderly and retirees participate as its not hard labour and can also meet their specific needs; For example sense of identity, they can self-discover and find out more about themselves.

Youth, Retirees / Elderly and adults are all different ages involved in the lifespan. All of which participate in the labour force and gain the purpose of working which is ^{economic} ~~monetary~~, to meet specific needs and value and status.

Therefore ultimately proving that the ~~life span~~ work force consists of ~~an~~ varied participation across the lifespan and with differing work patterns due to the different circumstances in which they live in; for example, attending school or uni, living in a nursing home ect. Ultimately

Additional writing space on back page.

that the labour force has a participation from across the entire lifespan.

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

Start here.

C.

Employees' rights and responsibilities are supported by workplace structures such as workplace conditions, workplace culture, legislation and ~~leave entitlements~~ ^{trade unions}. All employees as well as employers are given ~~the~~ ^{their} rights and responsibilities in the workplace.

~~Workplace~~ All employees are given the right to share their ideas and perspectives on tasks and workload whilst having the responsibility to work in teams to correctly get the work completed before met deadlines. However, this is supported by the workplace structure of workplace conditions. This can include Awards and grievance procedures. In more particularly, Grievance procedure is a formal process in resolving a complaint. Through the rights and responsibility of working ⁱⁿ a team and sharing personal opinions, this could lead to disputes and conflict however it is through the grievance procedure that can use either mediation, conciliation or arbitration to resolve these issues and make sure that these rights and responsibilities are achieved.

All employees are given the right to express themselves culturally in the workplace. This is supported by workplace culture with the incorporation of prayer rooms. For some religions, individuals must prayer at specific times and this

may intertwine within work trading hours. ~~Therefore~~

For example, Muslims are to prayer at many specific times during the day, therefore a prayer room is an acceptable place to prayer while its not disturbing others and the individual wont feel uncomfortable praying as they are in there own sacred place without any distraction. Therefore proving that this workplace structure of workplace culture supports the rights and responsibilities of an employee.

All employees have the responsibility to communicate and work with other employees. It is through the workplace culture of kitchen rooms where this responsibility can be achieved. The kitchen room allows for workers to communicate, bond and converseate about workload that is present. In the kitchen rooms, friendships can be ~~break~~ formed or stronger. Therefore proving that this workplace structure of workplace culture supports the rights and responsibilities of an employee.

Workers are provided with the right of working in a safe environment and the responsibility of keeping the workplace safe. It is through legislation in the workplace structure that maintains the safety of the environment. The Work Health and Safety Act 2011 (WHS)

Additional writing space on back page.

aims to protect employees and keep them safe in the workplace. It also promotes safe ways of working to prevent any risks, falls or accidents occurring. It is through this act that makes the workplace safe and risk free therefore achieving the rights of employees. It is also through this act that reminds employees to be safe and cautious when dealing with hazardous items or working in the workplace therefore achieving the responsibility of keeping the workplace safe. Therefore proving that the employees rights of working in a safe ^{working} environment and responsibility of keeping the workplace safe is supported by the workplace structures.

All employees are given ~~leave ent~~ the right to leave entitlements. Leave entitlements can include carers leave, long-service leave, annual leave, parental leave and sick leave. ~~Moreover~~ Moreover, all employees are given the right to an equal opportunity in the workplace. Through the ~~Employment~~ Equal Employment Opportunity (EEO) all individuals of different age, gender, ~~culture~~, disability and race are given the same equal opportunity to work in the workplace. It is through this legislation that achieves



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

Start here.

the right of equal opportunity for all workers. Therefore proving that the workplace structure legislation supports the rights and responsibilities of giving a fair go to work in the business environment.

The Trade Union is an organisation of workers who protect employees. All employees are given the right to correct of ~~rate~~^{rate} of pay and leave entitlements.

It is through the trade union that protects employees if they are being less than what they should be or scammed with payment as well as not given the leave entitlements as they are eligible as workers to be given entitlements.

The trade union protects employees from these incidents from occurring and making their rights are achieved and not abandoned. Therefore it is evident that through the work structure of trade unions, the rights and responsibilities of employees are achieved and satisfied. Ultimately proving that the employees rights and responsibilities of workers are supported by trade unions.