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a) Organisation, planning, decision making, leadership - are the four personal management skills required by youth in the workplace.

Planning refers to the process which individuals require to successfully achieve tasks. Decision making refers to the steps and attitudes taken towards to achieve goals. Organisation refers to an individuals ability to plan out their task, set timelines and goals in order to smoothly and sufficiently complete a task. Leadership refers to ones ability to see the needs of a group and choose an effective leadership style to aid the group towards achieving their goals.

b) labour force participation refers to the percentage of individuals who are employed (working or eligible to work) over the number of individuals in the Australian population. It has been noted that labour force can vary across a person's life span due to certain ^{life} events. These include starting a family, deciding to retire, buying a house or attending school / educational facilities. An individual who is still partaking in their education (either high school, tafe or university college) are often unable to engage in full time work as they need to maintain a more flexible work life balance in order to ensure they have adequate time for ^{both} study and work. This can be attributed to the high percentage of youth individuals partaking in ~~casual~~ casual or part time work. The decision to start a family can cause individuals work pattern / participation to alter as they will require more money than before for their lifestyle needs. Both the male and female partners may decide to take on 2 jobs during the time they are trying to get

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pregnant and follow the according preparations to becoming a parent, one of which being organising finances. Although once the baby is born one parent may choose to take parental leave while the other may still need to perform both jobs in order to have sufficient funds. An individual choosing to retire also impacts on their ~~labour~~ labour force participation rate as many individuals often enter phased retirement before they actually retire. Phased retirement is where an individual, who is approaching the age of retirement, slowly starts decreasing the number of hours they work. This allows both the business and the individual to maintain a relationship and gives the aged individual a chance to socialise with other individuals.

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c) The rights and responsibilities of employees are supported by workplace structures. These structures include legislation, leave entitlements, working conditions, flexible working patterns and practices, trade unions and workplace culture.

Employees have rights ^{and responsibilities} to follow all workplace laws and legislation. Legislation as a workplace structure includes WH&S and equal employment opportunities (EEO).

Workplaces put into practice WH&S laws such as providing safety clothing to ensure the safety of the employees, here they must abide by this ~~rule~~ workplace rule given by legislation in order to work ~~in~~ productively and safely.

Employees have rights to equal employment opportunities.

In the workplace employers ~~are~~ must provide employees with equal ~~an~~ opportunities in the workplace to avoid any grievances. Therefore, through this, they are able to be happy and efficient in their workplace.

Employees have the rights to leave entitlements in most workplaces. Some include annual leave, or parental / maternity leave. By having these leave entitlements, employees are able to feel that they can take time off work when necessary. Parental / maternity leave is essential to when a mother gives birth as she will still be paid an income but is able to look after her new

born baby. Therefore through this rights of leave entitlements for employees they are able to work productively

Working conditions such as grievance procedures is essential in a working environment as conflict may occur. Employees have rights and responsibilities of treating each other equally and to not cause conflict. If conflict does occur, grievance procedures are put into practice to settle grievances and to be able to work efficiently in the workplace. Therefore the working conditions supports the rights and responsibilities of employees in the workplace.

The employees have rights to access flexible working patterns and practices. By employees negotiating with employers a suitable ^{flexible} working pattern for them, it allows them to have a work-life balance, through this it improves their emotional and economic wellbeing which leads to efficiency in the workplace. Therefore through the support of flexible working patterns and practices employees rights are met.

Employees have rights to fight for fair work / pay, a right to flexible working patterns. Through trade unions, employees are able to fight for their rights including fair pay so they are

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able to be happy within the workplace. This can also reduce absenteeism as they become more productive and efficient in the workplace. Therefore trade unions can support the rights of the employees

Workplace culture such as kitchens, prayer rooms and child care successfully supports the rights of employees in the workplace. By having kitchens, both employers & employees are able to communicate and they negotiate rights in the workplace. Through workplaces providing prayer rooms, it allows employees to ~~feel~~ not feel discriminated against as their religions are respected. Through workplaces providing child care, employees rights have been met as well as their personal responsibilities, as ~~they~~ their children are being looked after in their working environment where they can still manage their responsibilities. Therefore through workplace culture employees rights & responsibilities have been met.

Therefore employees rights and responsibilities have been supported by workplace structures including legislation, leave entitlements, working conditions, flexible work patterns & practices, trade unions and workplace culture.

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