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(Q 31 a)

Personal management skills refer to the skills used in the workplace to help achieve a productive work experience. The personal management skills required by youth in the workplace include - developing a positive work ethic/ attitude which may involve demonstrating a willingness to work and help others. In addition, youth must be on time to work, which is an important skill that is required of youth by employers and affects the completion of work tasks. ~~It is also~~ Other skills required by youth include being able to multi-task, take on extra roles when there is not much else to do and being committed to work. These are the skills required by youth in the workplace.

b) Labour force participation refers to the number or amount of people working at a certain point in their life. Labour force participation therefore varies across the life span as individuals have various commitments in their life that determines their participation in the labour force. Youth (15-24 year olds) ~~are~~ often have a lower participation rate in the labour force as they are more inexperienced than people who are the age of twenty five and are undergoing a time where they are most likely studying either at school, ~~at~~ FAFE, university or private institution.

Young people's ~~participation~~ ^{occupation with} studying means that they have less time to work as they are focussed on finishing school eg. Year 12 HSC or finishing a diploma or degree at university. This demonstrates how labour force participation during youth varies according to personal circumstances as young people are mostly studying either full or part time and rely upon their parents or carers for financial support / meeting their needs. However, some youth balance work with study by working perhaps two days a week and studying. Eg. A university ~~and~~ student may study 3 days a week whilst having a casual job on the side, to meet expenses or support household income. In comparison however, people aged between 25 to around fifty have a greater participation in the labour force due to their qualifications and skills compared to youth. The labor force participation ^{rate} is the greatest at this time during the life span as ~~are~~ ^{have} people usually moved out of the house by their late twenties and have started having a family. This means that their labor force participation is higher because they have to meet needs to support their family, therefore the labor force participation rate is greatest during the middle age in the life span. Elderly people or aged people who make up about 15% of the population ~~are~~ have less participation in the

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labor force because of their age. Elderly people ^{usually} above the age of 60 are phasing into retirement and as a ~~result~~ result, have less participation in the labor force ~~and there~~. However, aged people usually like to spend time volunteering (non-paid) work. Therefore, labour force participation varies across the life span according to individual's commitment, level of education/ skills acquired and their level of responsibility, eg. meeting family needs.

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(Q31c)

Employees rights and responsibilities are supported by several workplace structures. These workplace structures include trade unions, awards, legislation, entitlement to leave and other flexible work arrangements and workplace culture such as childcare services and prayer rooms. These ~~workplace~~ workplace structures support employees by protecting their rights and ensuring that their responsibilities at work are fulfilled.

Employees have several rights and responsibilities at work. Their rights include - the right to the correct amount of pay, right to be treated equally and without discrimination and the right to join a trade union. Employees' responsibilities include, being responsible for the safety of themselves and others, following the instructions of employers and meeting work requirements eg. completing tasks to the required standard.

Employees rights are supported by trade union as these groups lobby for fair work conditions and pay. ~~and~~ A trade union is a group that is formed in order to protect employees rights at work. Trade union support employees rights through

protesting and lobbying for change to meet employees rights. However, these groups have ~~limited~~ ~~ability~~ are not the most effective in supporting employees' rights as their rights are better protected through other workplace structures.

Therefore, trade unions support employees rights by protesting for adequate and fair working conditions and pay and also by meeting their ~~need~~ right to join a trade union.

Other workplace structures such as legislation and awards help support employees rights and responsibilities through ~~protecting~~ ~~employees~~ ensuring that their health and safety needs are met and that employees are provided with a safe working environment. Awards are legal documents which outline the minimum conditions of pay for employees and ensure that they are paid the correct amount by their employer. Awards support employees rights by ~~and~~ making employers pay the correct amount and meet legal standards. If employers fail to meet the terms set out in the relevant award, they will face a fine or other penalty. Therefore, awards help support employee rights by ensuring that they are paid correctly at work and

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are entitled to annual leave.

In addition, workplace legislation including the Work Health and Safety Act 2011 (NSW) and the Anti Discrimination (1977) NSW Act help protect and support the rights and responsibilities of employees at work. The WHS Act provides a safety net for employees at work by ensuring that their health and safety is legally protected from injuries or illness sustained at work premises. This Act also outlines employees responsibilities such as ensuring their own and other employees safety, thus helping support their ~~rights~~ responsibilities. In addition, employees rights to a safe work environment are protected by this legislation as it places a duty / responsibility on employers to meet the standards of providing safe work equipment.

Also, the Anti Discrimination Act (1977) NSW helps support employees rights to be treated equally at work by making it illegal for employers to discriminate against employees on the basis of their age, sex, gender etc. Therefore, these legislation, help support employee rights and responsibilities by protecting their health and safety,



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needs and there for^{enhancing} their wellbeing.

Other workplace structures that support employees rights include ~~at~~ flexible work arrangements available to employees. Flexible work arrangements include annual leave, sick leave, etc and flexibility in work pattern. ~~Early and~~ Varying start and finishing times can help support employee rights by enhancing their wellbeing through allowing them to spend time with their family. Eg. A mother who work full-time can ask for a flexible work pattern to enable her to spend more time with her children, improving her wellbeing by not working long hours all the time. Therefore, flexible work arrangements help support employees right by allowing them time off work to spend time with family, affecting their wellbeing as well.

Therefore, workplace structures such as trade unions, awards, workplace legislation, ~~and~~ and flexible work arrangements help support employees rights and responsibilities through improving their wellbeing.