



Student Name: _____

Class: _____

Student ID: _____

Date: {{DATE}}

Course Overview

Welcome to the Career and Enterprise Foundation Course. This course is designed to provide students with the skills and knowledge necessary to succeed in the workforce. The course is divided into four key areas:

- Workplace Communication
- Career Development
- Entrepreneurship
- Workplace Safety and Wellbeing

Instructions to Students:

1. Read all questions carefully before attempting.
2. Show all working out - marks are awarded for method.
3. Calculator use is permitted except where stated otherwise.
4. Write your answers in the spaces provided.
5. If you need more space, use the additional pages at the end.
6. Time management is crucial - allocate approximately 1 minute per mark.

Question 1

[5 marks]

What is effective communication? Provide examples of verbal and non-verbal cues that impact communication.

Question 2

[5 marks]

Describe the different communication styles (assertive, aggressive, passive) and how they impact relationships in the workplace.

Question 3

[5 marks]

What are the steps involved in creating a career plan? Provide examples of job search skills that can be developed.

Question 4

[5 marks]

Describe the principles of entrepreneurship and how innovation and risk-taking can be applied in a business setting.

Question 5

[5 marks]

What are the key protocols for maintaining a safe work environment? Provide examples of strategies for managing stress in the workplace.

Question 6

[5 marks]

Describe the strategies for maintaining a healthy work-life balance and how self-care can impact productivity and job satisfaction.

Question 7

[5 marks]

What are the scaffolding strategies that can be used to support students with lower literacy and numeracy levels? Provide examples of visual aids, simple language, and breakdown of tasks that can support student understanding.



Question 8

[5 marks]

What are the different types of assessments used in the course (formative, summative)? Describe how rubrics and marking criteria are used to evaluate student learning.

Question 9

[5 marks]

What are the key takeaways from the Career and Enterprise Foundation Course? Provide examples of how you can apply the knowledge and skills gained from the course to real-life scenarios.

Question 10

[5 marks]

Reflect on what you learned about workplace communication and its importance. Describe how you can apply the principles of entrepreneurship in your future career and what strategies you will use to maintain a healthy work-life balance.