



Student Name: \_\_\_\_\_

## BUSINESS MANAGEMENT UNITS 3&4 2021 Written Trial Examination

Reading time: 15 minutes

Writing time: 2 hours

### QUESTION AND ANSWER BOOK

#### Structure of book

<i>Section</i>	<i>Number of questions</i>	<i>Number of questions to be answered</i>	<i>Number of marks</i>
A	6	6	50
B	5	5	25
			Total 75

- Students are to write in blue or black pen.
- Students are permitted to bring into the examination room: pens, pencils, highlighters, erasers, sharpeners and rulers.
- Students are NOT permitted to bring into the examination room: blank sheets of paper and/or correction fluid/tape.
- No calculator is allowed in this examination.

#### Materials supplied

- Question and answer book of 15 pages
- Additional space is available at the end of the book if you need extra paper to complete an answer

#### Instructions

- Write your **student name** in the space provided above on this page.
- All written responses must be in English.

**Students are NOT permitted to bring mobile phones and/or any other unauthorised electronic devices into the examination room.**





**SECTION B – Case Study****Instructions for Section B**

Use the case study provided to answer the questions in this section. Answers must apply to the case study. Answer **all** questions in the spaces provided.

Recent adaption of flexible work conditions has seen businesses forces rethink their operations in order to survive. Fruity All Year (FAY) Pty Ltd is a business that supplies businesses across three cities with fresh fruit for their employees. FAY were forced to comply with stay-at-home orders issued by the Australian Government during the last 12 months, compelling the business to overhaul its traditional office-based working model for their sales department.

FAY's sales department now has a remote workforce of 23 staff across three cities. In doing so, they had to make redundancies to manage costs, as well as purchase five energy saving laptops and work stations for all employees to ensure the department could still function.

To counter disastrous key performance indicators in 2020, FAY is looking to global opportunities to grow sales.

	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>No. of sales (\$million)</b>	20.9	13.8	21.2
<b>Rate of Staff Absenteeism (%)</b>	12%	7%	3%
<b>Workplace Accidents</b>	12	2	1
<b>Percentage of Marketshare</b>	16%	15%	18%

With the slow return to office-based working in 2021, FAY surveyed its employees to discover their interest in hybrid workplace environments, where the working week could include flexible work conditions. This could involve both office-based days and working from home days. FAY agreed that it would adjust the workplace arrangements to reflect any changes.

**Staff Feedback Survey Data**

- 40% of employees stated that they preferred working at home compared to working in the office.
- 65% of employees stated they believed their productivity would increase if they were allowed to work in 'flexible' working situations (both in-office and from-home)
- 56% of employees stated they had searched for employment elsewhere in 2020.
- 79% of employees stated that they felt FAY could have done more to support them throughout the 2020 COVID-19 pandemic