**Higher Administration**

**Homework Solutions**

**Administrative Services – Outcome 2 – Set 1**

**SQP Q1a - 4 marks**

Compare job share and part-time working practices.

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**2010 CS Q4 - 6 marks**

Discuss the advantages and disadvantages of flexible working for an employer.

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**2013 Q1b - 6 marks**

Describe 3 working practices that could be introduced to reduce staff turnover.

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