

Surname						Other Names					
Centre Number						Candidate Number					
Candidate Signature											

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Level 1 / Level 2 Certificate  
June 2006

# **CERTIFICATE IN PREPARATION FOR WORKING LIFE**

**3800/W**



Tuesday 16 May 2006 9.00 am to 10.30 am

**You will need no other materials.**

Time allowed: 1 hour 30 minutes

## **Instructions**

- Use blue or black ink or ball-point pen.
- Fill in the boxes at the top of this page.
- Answer **all** questions.
- If you need extra paper, use additional answer sheets.
- Do all rough work in this book. Cross through any work you do not want marked.

## **Information**

- The maximum mark for this paper is 84.
- The marks for questions are shown in brackets.

For Examiner's Use			
Number	Mark	Number	Mark
1-10		24	
11-21		25	
22		26	
23		27	
Total (Column 1) →			
Total (Column 2) →			
TOTAL			
Examiner's Initials			

**SECTION A**

Answer **all** questions.  
Complete each sentence by putting the correct letter in the box.

- 1 Working without being paid is known as ...

<b>A</b>	part-time work.
<b>B</b>	contract work.
<b>C</b>	voluntary work.
<b>D</b>	piece work.

(1 mark)

- 2 Money taken from pay and put into a pension fund is called ...

<b>A</b>	Superannuation.
<b>B</b>	Commission.
<b>C</b>	National Insurance.
<b>D</b>	PAYE.

(1 mark)

- 3 This warning sign is seen in a workplace.

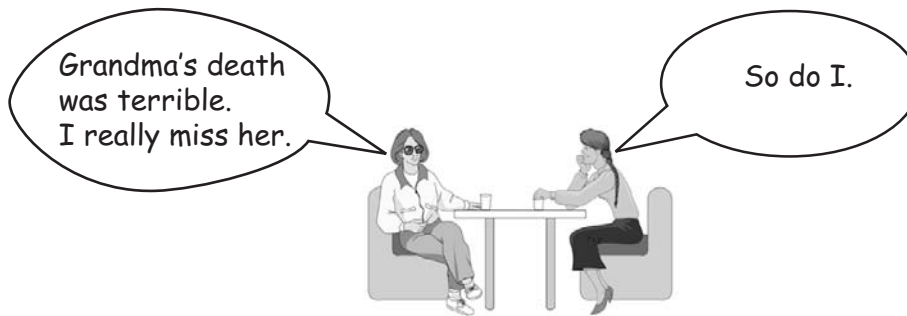


What does the sign mean?

<b>A</b>	Keep ears warm.
<b>B</b>	Listening to music allowed.
<b>C</b>	Wear face mask.
<b>D</b>	Wear ear protectors.

(1 mark)

4 Two sisters are talking.



What emotion are they showing?

A	guilt
B	grief
C	envy
D	hate

☐

(1 mark)

5 When leaving a job a worker receives details of pay earned and deductions made on a form called a ...

A	P45.
B	P60.
C	PAYE.
D	Rebate.

☐

(1 mark)

6 The youngest age a couple can marry **with** consent from their parents/guardians is ...

A	14 years.
B	16 years.
C	18 years.
D	21 years.

☐

(1 mark)

Turn over ►

7 Max needs more energy. He should eat foods containing lots of ...

<b>A</b>	vitamin A.
<b>B</b>	vitamin C.
<b>C</b>	carbohydrate.
<b>D</b>	fibre.

☐

(1 mark)

8 Dawn's new job allows her time off work to study at college. This is called ...

<b>A</b>	in work training.
<b>B</b>	day release.
<b>C</b>	life long learning.
<b>D</b>	part-time working.

☐

(1 mark)

9 Roger makes hanging baskets which he sells to the local garden centre. He is paid £10 for each basket. This is called ...

<b>A</b>	a salary.
<b>B</b>	a bonus payment.
<b>C</b>	commission.
<b>D</b>	piecework.

☐

(1 mark)

10 A referee is someone who ...

<b>A</b>	inspects working conditions.
<b>B</b>	represents workers at hearings.
<b>C</b>	writes in support of a person's job application.
<b>D</b>	acts as a trade union representative.

☐

(1 mark)

**SECTION B**

Answer **all** questions in the spaces provided.

- 11** Staff at Roberts the Bakers must wear plastic hats or caps. Explain why this is important.

.....

.....

.....

*(2 marks)*

- 12** Brian's tax code number has changed from 305 to 254. Explain what this means for Brian's pay.

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.....

.....

*(2 marks)*

- 13** Wasim enjoys quizzes and puzzles. Explain how this benefits **one** aspect of Wasim's health and well-being.

.....

.....

.....

*(2 marks)*

- 14** Shona's company uses CAD. What does CAD stand for?

.....

*(1 mark)*

- 15** Vera is offered a part-time job on a short-term contract. Explain what this means.

.....

.....

.....

*(2 marks)*

**Turn over ►**

- 16** An engineering company is opening a new factory in a small town.  
Give **one** advantage that the new factory might bring to the town.

.....  
(1 mark)

Give **one** possible disadvantage that the new factory might bring to the town..

.....  
(1 mark)

- 17** Anna earns a high wage.  
Her payslip shows some compulsory deductions from her wages.  
Give **two** different compulsory deductions that Anna will pay.

1 .....

2 .....

(2 marks)

- 18** Rick feels bullied at work.

(a) Give **one** effect this may have on Rick.

.....  
(1 mark)

(b) Suggest **one** source of support for Rick at work.

.....  
(1 mark)

- 19** Give **two** advantages of using e-mail for business communications.

1 .....

.....

2 .....

.....  
(2 marks)

- 20** Ruud and Sonia chose a civil ceremony for their marriage.  
What is a civil marriage ceremony?

.....  
.....  
(1 mark)

- 21** Sabina's salary is paid directly into her bank by her employers. Give **two** different advantages of receiving pay in this way.

1 .....  
.....  
2 .....  
.....  
(2 marks)

20
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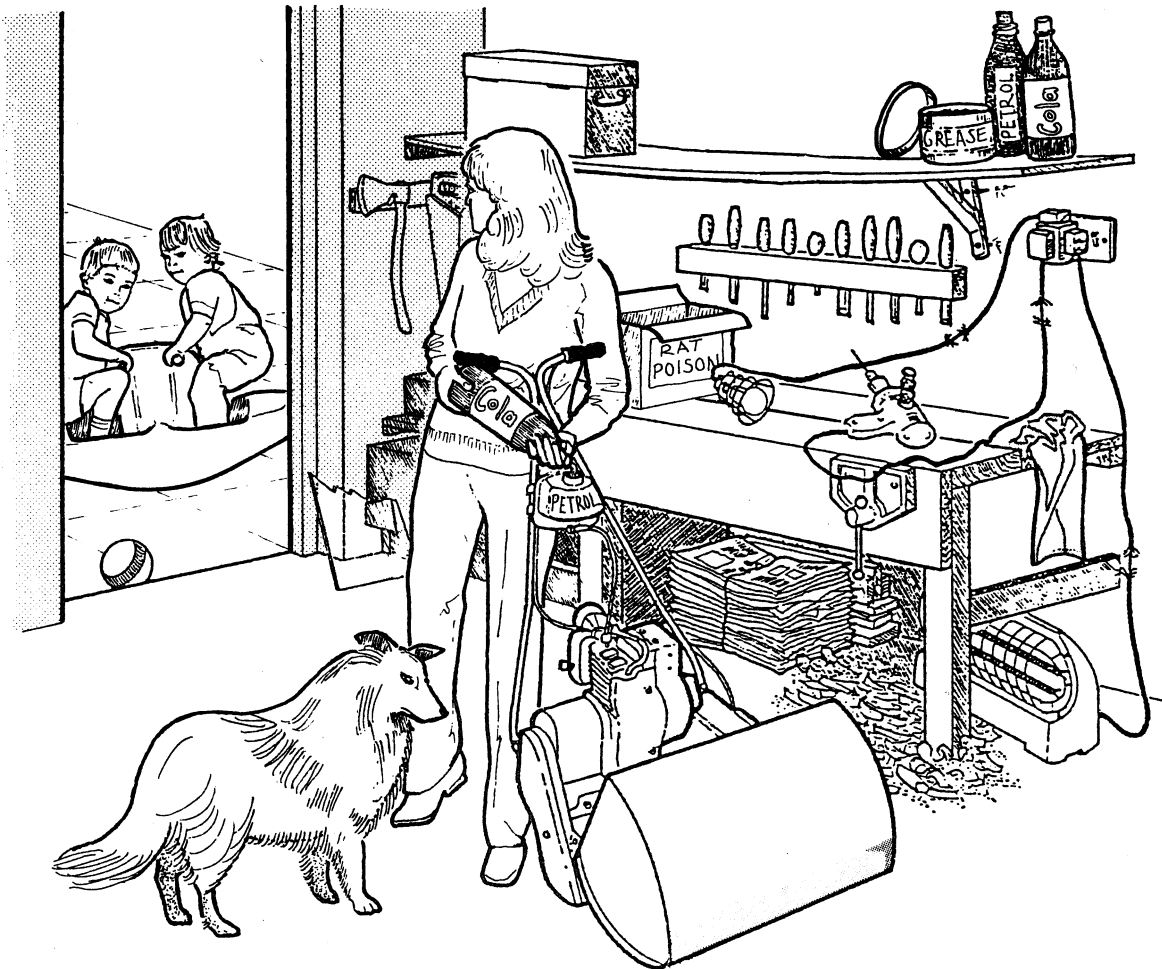
**Turn over for Section C**

**Turn over ►**

## SECTION C

Answer **all** questions in the spaces provided.

- 22 The picture shows some hazards causing risks to health and safety. Describe **seven** different hazards and explain why each is a risk. One has been done to help you.



**Example:**

Hazard ..... Electricity socket overloaded .....

Risk ..... Socket can overheat causing a fire .....

.....

Hazard 1 .....

Risk .....

.....

Hazard 2 .....

Risk .....

.....

Hazard 3 .....

Risk .....

.....

Hazard 4 .....

Risk .....

.....

Hazard 5 .....

Risk .....

.....

Hazard 6 .....

Risk .....

.....

Hazard 7 .....

Risk .....

.....

(14 marks)

**23** Jenny wants to find a job in her local area. She reads the job section of her local newspaper.

(a) Give **three** other ways jobs may be advertised in Jenny's area.

1 .....

2 .....

3 .....

*(3 marks)*

(b) Jenny contacts a local company which has advertised job vacancies. Jenny eventually gets a job with the company. Describe the main steps in the process between her first contact with the company and eventually starting work.

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*(5 marks)*

**24** Zac finds work stressful and he has little time for recreation. He has started smoking cigarettes to calm himself down. Explain how Zac may be affected by:

(a) smoking cigarettes;

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*(4 marks)*

(b) having little time for recreation.

.....

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.....

.....

.....

*(4 marks)*

**25** Marcie made many friends at secondary school and she did well in her examinations. Marcie has a good self-concept.

(a) Explain fully how Marcie's self-concept was helped by:

(i) making many friends;

.....

.....

.....

.....

.....

*(3 marks)*

(ii) doing well in examinations.

.....

.....

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.....

.....

*(3 marks)*

(b) Suggest **one** other factor which may affect Marcie's self-concept.  
Explain how this factor has an effect.

Factor .....  
*(1 mark)*

Effect .....  
.....  
.....  
*(2 marks)*

- 26** Evans Brothers want to improve the performance of their employees.  
Suggest **two** different ways how they might do this.  
Explain how each would help.

Way 1 .....

.....

would help by.....

.....

.....

.....

.....

.....

.....

(3 marks)

Way 2 .....

.....

would help by.....

.....

.....

.....

.....

.....

.....

(3 marks)

**Turn over for the next question**

**Turn over ►**

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9

H/Jun06/3800/W

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