

# GCE Applied

**Edexcel GCE** 

Business(6916)

June 2006

advancing learning, changing lives

Mark Scheme (Results)

Examiners should look for qualities to reward rather than faults to penalise. This does NOT mean giving credit for incorrect or inadequate answers, but it does mean allowing learners to be rewarded for answers showing correct application of principles and knowledge, and for critical and imaginative thinking. Examiners should therefore read carefully and consider every response; even if it is not what is expected it may be worthy of credit. The Principal Examiner or Team Leader should be consulted as necessary.

### Applying the mark scheme in general

- 1 The question is identified at the top of the relevant section.
- 2 The first column identifies the associated assessment objectives and mark band levels for the marks that are to be awarded to each part-question. This confirms the relative level of complexity for the part-question.
- 3 The second column identifies how the marks should be awarded.
  - The (6 marks) or similar is the sub-total allocated to that part of the question and is the same as the sub-total appearing on the question paper.
- 4 The final column identifies the exemplar responses to the question. These are not necessarily exhaustive and so professional judgment should be applied by the marker.
- For some of the exemplar responses, example answers have been supplied to give additional guidance, particularly where the question allows for a wide range of response from the learner.
- 6 Each bullet point '•' illustrates an alternative way of obtaining the mark(s).

The use of a dash '-' indicates the separation of points made, to show where the marks lie. The use of an oblique '/' indicates an alternative point for the same mark.

The use of underscore '\_\_' indicates that the word/phrase is drawn from the question and does not have marks directly allocated to it.

Applying the mark scheme to the final sections of questions 1, 2 and 3

Each question ends with a 10-mark section with the candidate being required to '. . . record details of ONE business . . . studied . . . You will need to refer to this business . . . '

The relevant sections in each question appear on two A4 pages. Candidates complete the 'details of ONE business' section at the top of each page.

There is no stipulation as to the type of 'business'. Examples will include the candidate's centre, a business visited (eg, on work experience), an employer, businesses from private and public sectors, franchises, etc.

#### NB

- Markers are not expected to be familiar with the businesses named.
   Many candidates will inevitably refer to businesses about which markers have no knowledge.
- If a marker is suspicious that a business is fictional, give the candidate the benefit of doubt. Markers are requested to keep a record of the occasions when there is good cause to doubt the authenticity of a named business. The name and type of business is to be recorded and this record forwarded to the Principal Examiner as part of the final Report.
- Responses are to be forwarded to the Team Leader where a marker is certain that the response contains a fictional business.
- Markers are to give benefit of doubt on factual matters concerning the named business, unless there is an obvious factual error that affects the quality of the answer (and therefore the marks awarded): for example, a limited company is named, followed by description of unlimited liability.
- Many candidates will use the same business when answering both parts
  of the final section. (The same business can be used throughout the
  paper.) This is acceptable. It is possible that a candidate will use one
  business for one part-answer and then describe and refer to a different
  business for the next part-answer. Mark and give credit as normal.
- Because candidates must name and refer to a business studied, markers cannot award a candidate any marks where a business cannot be identified from the candidate's answer.

# 6916 - Investigating People in Business June 2006 Mark scheme

AOs	Mark Allocation	Exemplar responses		
Q1(a)(i)	How does this advertisement meet <i>FHL's</i> responsibilities relating to equal opportunities?			
A02 (MB1 = 1)	1 mark for how responsibilities are met	States "Waiter/waitress" in the wording/male and female /meets Sex Discrimination legislation/refers to sex/refers to gender.		
	1 mark			
Q1(a)(ii)	State <u>two other</u> item Description.	ns of information that Natalie should include in this Job		
AO1	1 mark for each	Hours/times of attendance.		
(MB1 = 2)	item of information	• Shift work/days of attendance.		
		Specific qualifications/named qualifications.		
		<ul> <li>Post location/place of work. ("Location" is not enough).</li> </ul>		
		• Supervisor/person to whom responsible.		
		• Duties/responsibilities.		
	2	Contract length/duration.		
	2 marks	(Do not accept items that would appear in the advert, eg name of person to contact, address of business, email)		
Q1(b)	Using the Job Descr each heading	tion, give <u>one</u> appropriate item of information under		
AO1 (MB1 = 5)	1 mark for each statement	PERSON SPECIFICATION: WAITER / WAITRESS		
	5 x 1 = 5	Qualifications		
AO2 (MB2 = 2)	2 marks if all statements based on Job Description	Basic general education/5 GCSEs at A*-C/at least English GCSE (do not accept 'GCSEs')		
	(1 mark if at least three based on Job	<u>Experience</u>		
	Description)	No experience necessary/customer service experience		
		Skills		
		Good communication skills/communication skills for customer service		
		Training		
		No previous training required/trained in customer service/training will be given		
		<u>Attitude</u>		
		Confident/enthusiastic/friendly		
	7 marks			

AOs	Mark Allocation	Exemplar responses
Q1(c)	Describe three thing can take place.	s that Natalie will need to do before these interviews
AO1 (MB1 = 3) (MB2 = 3)	1 mark for planning item or requirement	<ul> <li>Contact interviewees/decide what information to provide interviewees — so that they know what to expect/where and when to attend interview.</li> </ul>
	1 mark for description	<ul> <li>Book room — so there will be somewhere to interview/so the interviews take place without interruption.</li> </ul>
	(1 + 1) x 3	<ul> <li>Plan how to meet legal requirements — eg write unbiased questions/set common questions for all.</li> </ul>
		<ul> <li>Decide what type of interview — eg layout/style such as one-to-one or group.</li> </ul>
		<ul> <li>Decide which FHL staff will interview/arrange with FHL staff to interview — eg how many attend, who asks what.</li> </ul>
		• Distribute information to relevant <i>FHL</i> staff - to study in advance.
		<ul> <li>Contact unsuccessful applicants - so they do not expect interview.</li> </ul>
		<ul> <li>Plan activities for the day - and arrange with FHL staff.</li> </ul>
	6 marks	Request references - include in files/study/prioritise.
Q1(d)		age and <u>one</u> disadvantage to <i>FHL</i> of using letters of for this senior position.
AO1	1 mark for	<u>Advantage</u>
(MB2 = 2)	advantage identified	• Saves cost — application forms need not be printed.
(MB3 = 2)	33 = 2) 1 mark for development	<ul> <li>Individualised/flexible — allows applicants to personalise/show individuality/give detailed personal information.</li> </ul>
		<ul> <li>Graphology/neatness - can be used to make judgements.</li> </ul>
	1 mark for	<u>Disadvantage</u>
	disadvantage identified	<ul> <li>Variation/time consuming — difficult to compare because no consistent structure/layout.</li> </ul>
	1 mark for development	<ul> <li>Omissions — strong applicant may be eliminated because information omitted in error.</li> </ul>
	(1 + 1) x 2	(Advantages and disadvantages must relate to <i>FHL</i> , not to the applicant)
	4 marks	

AOs	Mark Allocation	Exemplar responses
Q1(e)	Give <u>two</u> reasons why this business will need to recruit staff, <u>other than</u> , because it may be growing.	
AO2	1 mark for each reason (maximum 2	Eg Virgin Megastore, Oxford Street
(MB1 = 2) (MB3 = 2)	marks)	<ul> <li>Staff leaving through retirement/other job/dismissal</li> <li>need to cover because job still required.</li> </ul>
	1 mark for development or	<ul> <li>Sales floor employee promoted to Supervisor— so vacancy of old job was created.</li> </ul>
	example related to business	<ul> <li>Changing job roles — eg Net Developer post.</li> </ul>
	(maximum 2 marks)	Seasonality - extra staff needed in January sales.
	(maximum 2 marks)	Eg local Kitchen Centre
		<ul> <li>Emigration — salesman emigrated to Canada/replacement needed because department understaffed.</li> </ul>
		<ul> <li>Maternity leave — Accounts Supervisor off for 6 months.</li> </ul>
		• Specialist skills - needed for electrics/stone work.
	4 marks	
Q1(f)(i) & (ii)	Give <u>two</u> examples of open questions for this job role that an interviewer should ask.  Justify the importance of asking <u>each</u> of the above questions for this job role.	
	No mark for job role	Eg local Kitchen Centre
		<u>Job role</u> Sales team member
AO2 (MB1 = 2) AO4 (MB1 = 2)	(i) 1 mark for each question (2 marks)  (ii) 1 mark for each point of justification	• (i) What qualities would you bring to the job of Salesman/Saleswoman? — (ii) to see what is different about this interviewee — or what similarities there are between candidates — so she/he can be compared with others on the shortlist/selection decision can be made.
(MB2 = 2)	(4 marks) NB: Any	• (i) Why do you want to work for us? — (ii) to discover if the interviewee is interested in this job in particular — and not looking for just 'another' job.
	combination, eg (1 + 2) + (1 + 2) OR (1 + 1) + (1 + 3)	• (i) What are your interests outside work? — (ii) to discover what type of person the interviewee is — to see if her/his personality or interests are relevant to the work.
	, , , , , , , , , , , , , , , , , , ,	<ul> <li>(i) Tell us about your selling experience — (ii) to find out if she/he is a good communicator — and has relevant experience in selling kitchens.</li> </ul>
	6 marks	

AOs	Mark Allocation	Exemplar responses	
Q2(a)	Choose one of these Services, and outline one activity that it is likely to carry out.		
AO1	1 mark for activity	IT and E-Government	
(MB1 = 1) (MB3 = 1)	1 mark for outline	IT development/electronic storage/electronic record keeping — Council computers can be used for database of residents.	
		Website information — so residents can access information/contact Council by email.	
		Support Services	
		<ul> <li>Reception — provide assistance for visitors to the offices.</li> </ul>	
		<ul> <li>Telephones —take calls from public/allow Council staff to be contacted/to contact outside agencies/contact residents.</li> </ul>	
		Central purchasing — of stationery/resources.	
		• Information/advice - to help staff carry out duties.	
	2 marks	(Accept supporting the public & admin support in ways not identified in chart).	
00(1)	In the table, give an example of a suitable aim for three other areas of		
Q2(b)	responsibility.		
AO2 (MB2 = 3)	1 mark for aim that see below. meets the context of the heading		
AO1 (MB1 = 3)	1 mark for acceptable wording (1 + 1) x 3	Accept any valid objective and any valid wording/phrasing.	
	6 marks	(more than 3 aims, award marks for best 3)	
	Environment We will protect and enhance our local environment and encourage the use of sustainable resources.		
	Regeneration and Economy We will support Wellingley businesses, and encourage investment in our local economy and tourism.		
	Learning and Skills We will support people's learning, regardless of their age, by ensuring access to education and training and by promoting personal development of Council staff.		
	Housing We will provide opportunities for people to live in a decent home.		
	Crime and Disorder We will work in partner fear of crime in Wellin	ership with other bodies to reduce both the level of crime and the ngley.	
	[-		

AOs	Mark Allocation	Exemplar responses
Q2(c)		of these HR specialisms make a contribution to the of Wellingley Council?
AO2	1 mark for how HR	<u>Training &amp; Development</u>
(MB1 = 2) (MB2 = 2)	specialism relates to staff	Staff have up-to-date knowledge/skills — so Council can work efficiently/ residents dealt with efficiently/staff are less stressed.
		<ul> <li>Ensures trained health &amp; safety staff — means that visitors/other staff can be treated efficiently if unwell.</li> </ul>
	1 mark for how	Employee Relations
	specialism contributes to successful operation	Helps improve morale/motivation — which improves output.
		Helps individuals with problems — they can work more efficiently/be more relaxed at work.
		<u>Payroll</u>
	(1 + 1) x 2	Ensures staff paid on time/paid right amount — reduces chance of disputes/helps create good atmosphere/means staff work more efficiently.
		Recruitment
		Helps ensure retention of staff — so Council can meet its aims.
		Ensures staff who leave are replaced — means Council can continue operating with sufficient staff.
		Staff will leave for variety of reasons — Council must ensure remaining staff can cope/unless new staff are recruited efficiently, Council's work will suffer.
	4 marks	(Combined eg "All work together to", maximum 2 marks)

AOs	Mark Allocation	Exemplar responses
Q2(d)	, ,	fect of Jane's expected long-term absence on the work HR specialisms - Training and Development, Payroll,
AO2	1 mark for how the	Training & Development
(MB1 = 4)	(MB1 = 4) specialism will be affected	<ul> <li>Discuss work pressures with other staff in Financial Services — see if stress is a common problem/discover if Jane is the only person so affected.</li> </ul>
	(maximum 4 marks)	<ul> <li>Check if any training/courses exist for Jane — so she will be better able to cope on her return/if not, plan what can be done to help Jane on her return.</li> </ul>
AO3	1 mark for analysing	Offer to/plan to re-train Jane on her return to work — so she can avoid recurrence in the future.
(MB1 = 4)	the effect (maximum 4 marks)	<ul> <li>Be prepared to offer Jane retraining to another department/offer redeployment — so Jane can avoid future recurrence/can start afresh.</li> </ul>
		<ul> <li>Train new/existing members of staff - to take on Jane's duties.</li> </ul>
		<u>Payroll</u>
		<ul> <li>Record Jane's absence — so sick pay can be calculated.</li> </ul>
		Arrange to forward payslip — because Jane will not be at work to collect it.
		<ul> <li>Note length of absence — so when Jane returns she will be paid the correct amount.</li> </ul>
		<ul> <li>Record details of any changes when Jane returns — so correct pay can be calculated/so Jane's payroll details can be updated.</li> </ul>
		<ul> <li>Arrange to pay a temp - collect personal details/agency details.</li> </ul>
		<u>Recruitment</u>
		<ul> <li>Check to see if a temporary member of staff needed         <ul> <li>so Financial Services can still operate efficiently/so             the remaining staff do not also suffer from stress.</li> </ul> </li> </ul>
		<ul> <li>Plan advert/contact recruitment agency — to get a temporary replacement for Jane.</li> </ul>
		<ul> <li>Plan for Jane's possible non-return to work — so a new full-time member of staff can be recruited quickly.</li> </ul>
		Restructure interviews - to assess whether applicant can cope with stress.
		(Do not award marks for how Employee Relations is involved.)
	8 marks	(If specialism not separately identified, award marks available (maximum 4) for analysis of effects on HR work)

AOs	Mark Allocation	Exemplar responses
Q2(e)(i) & (ii) & (iii)	Why is this main aim	or mission statement of this business? or mission statement appropriate for this business? d this main aim or mission statement be appropriate for
AO1	(i)	Eg Argos
(MB2 = 1)	1 mark for aim or mission statement (1 mark)	(i) "We provide our customers with the best value for money through the most convenient shopping experience".
		(ii) Appropriate because <i>Argos</i> operates in an extremely competitive and price-sensitive market.
AO2 (MB1 = 1)	(ii) 1 mark for why appropriate (1 mark)	(iii) The Council will set out to provide good-value services to residents — so the <i>Argos</i> reference to value for money is appropriate to the Council — but the Council provides services rather than retail products so the <i>Argos</i> mission statement is only partly relevant.
		Eg NSPCC
AO3	(iii)	(i) To end cruelty to children.
(MB3 = 1)	1) 1 mark for analysing what the Council's aim/mission	(ii) Appropriate because all its charity work is targeted at overcoming child cruelty.
	statement is likely to include (may be implied)	• (ii) Appropriate because the NSPCC runs campaigns, such as FULL STOP that are linked directly to its mission, eg 'To end cruelty to children. Full Stop.'
AO3 (MB3 = 1) AO4 (MB1 = 1)	1 mark for comparing the aims/mission statements (maximum 2 marks)	(iii) The Council is likely to acknowledge the importance of treating children correctly/the Council's objectives refer to crime and disorder — but the Council will have a wider concern/the NSPCC focuses only on children whereas the Council will be concerned for all residents — so the reference to child cruelty is appropriate to some degree.
	(3 marks)	
	5 marks	

AOs	Mark Allocation	Exemplar responses
Q2(f)	How does the owner to Wellingley Council	ship of this business make it operate in a different way ??
AO2 (MB1 = 1)	1 mark for knowing ownership of business	Eg Argos  Part of the Argos Retail Group/owned by GUS  plc/operates in the private sector — so Argos's operation
AO2 (MB2 = 2)	1 mark for explanation of how ownership affects its operation (maximum 2 marks)	is geared towards profit — and satisfying shareholders — whereas Wellingley Council does not have shareholders/does not seek to make substantial profits — so its operation focuses on meeting residents' needs/its organisation chart shows that its operations are geared more towards providing a service.
AO3 (MB3 = 2)	1 mark for each point of comparison with the Council (maximum 2 marks)	Eg NSPCC  A charity so it is also has links with the public sector — its national remit means it operates in teams and projects in five geographic Divisions — and its financial operations are organised nationally/although it also has a central HQ in London — whereas the Council is a local organisation so operations focus on its locality — and its funding operations are based locally (Council Tax and Business Rates)/although it also deals centrally eg with central government.
	5 marks	(Another Council used, 3 marks maximum [none available for comparison])

Q3(a)(i) & (ii)	Using the information opposite, identify <u>three</u> relevant items of legislation that seek to protect the well-being of the new employees Sunita and Jon. For each item of legislation, give <u>one</u> example of how it will protect the new employees in this situation.		
AO1 (MB1 = 3)	(i) 1 mark for each	•	Sex Discrimination — Sunita should be treated the same as male employees.
	item of legislation  3 marks	•	Race Relations — new member of staff protected against discrimination based on Sunita's race/Jon's race.
		•	Employment Equality (Sexual Orientation) $-$ Jon and Sunita must be protected fairly regardless of their sexual orientation.
		•	Employment Equality (Religion or Belief) $-$ Jon and Sunita must be protected fairly regardless of their religious beliefs.
		•	Minimum wage legislation $-$ Sunita and Jon must be paid the minimum wage for their age.
AO2 (MB1 = 3)	(ii) 1 mark for way each item protects in this situation	•	European Working Time Directive/Working Time Regulations — protects Sunita and Jon regarding working hours/rest breaks/statutory leave of 4 weeks a year.
		•	Employment Relations $Act-ensures$ Sunita is not disadvantaged by being a part-timer.
		•	Employment $Act$ — Sunita can request flexible working time because of her young children.
		•	Employment Relations Act/trade union rights - Sunita & Job cannot be discriminated against for membership/non-membership of TU.
		•	Employment Rights Act - Sunita & Jon must be informed about contractual conditions.
	3 marks	•	Part-time Workers Regulations - Sunita cannot be treated less favourable because of part-time status.

AOs	Mark Allocation	Exemplar responses
Q3(b)		Meg can help her employees meet the three elements of f needs listed below.
AO1	1 mark for each way	Physiological (Basic) needs
(MB2 = 3)		Paying the employees/minimum wage/basic pay/tips.
(MB3 = 3)		Lunch breaks.
		Making food available.
	2 marks	Providing toilets.
	1 mark for each way	Safety (Security) needs
		Offering stable employment/security of employment.
		Adequate rest periods.
		Pension/sick pay schemes/medical insurance.
		Safe working environment/safe tools and equipment.
		Protection from unfair treatment.
		Paid holidays.
	2 marks	Fixed/permanent contract.
	1 mark for each way	Self-esteem (Ego) needs
		Status through job title.
		Personal perks, eg own work area/own tools/own office.
		Giving responsibility.
		Opportunity to make decisions.
	2 marks	Praise for job well done.

Q3(c)	Analyse <u>two</u> problem work.	ns for <i>CarCare</i> if Sunita and Jon become demotivated at
AO1 (MB2 = 2)	1 mark for each problem (maximum 2 marks)	<ul> <li>Slow work/lower quality work/loss of output — unfulfilled orders/dissatisfied customers — loss of future custom/poor business reputation.</li> </ul>
AO3 (MB2 = 4)	1 mark for analysing effect of each	Worsening relations with Meg /with Saeed — more difficult to work together/work suffers — costs rise eg through wastage/affects sales/affects profits.
(2	problem on the business (maximum 4 marks)  Any combination eg (1 + 1) + (1 + 3) (1 + 2) + (1 + 2)	Sunita or Jon may decide to leave — need to replace/costs of replacing — may need to train up new staff/may be difficult to recruit another person/new person may turn out to be unsuitable/will need time to train/lost output whilst
		new member of staff trained.
		(Problems must relate to the business, not to the employees)
	6 marks	

AOs	Mark Allocation	Exemplar responses						
Q3(d)	In addition to the fine and costs for Meg, describe one other business effect on CarCare as a result of this article appearing in the local paper.							
AO1 (MB1 = 1) (MB2 = 1)	1 mark for stating effect	Bad publicity/customers avoid using CarCare —     affects profits/survival chances/may lead to lay-off of staff.						
(MDZ = 1)	1 mark for describing effect	Change in how oil disposed — increase in business costs/reduces profits.						
	2 marks							
Q3(e)	Discuss <u>two</u> ways in which the work of this business is influenced by the need to avoid creating pollution.							
AO2	1 mark for issue of	Eg Best Western Hotels						
(MB3 = 2)	pollution	Waste food thrown away by kitchen staff — care needed to avoid vermin being attracted.						
AO3 (MB1 = 2)	1 mark for response of business	Disposal of old refrigerator — need to ensure disposed of correctly because of coolant being a pollutant.						
	(1+1) x 2	Chemicals in the Hair and Beauty salon at <i>Best Western</i> — staff need to handle/dispose of carefully to avoid contamination.						
		Eg McDonalds						
		Waste food disposal — controlled by separating and categorising at point of source (restaurant)/care needed to avoid vermin being attracted.						
		Reviewing food — eg move towards ecological milk to eliminate pesticides in the production process.						
		Changing packaging — making compostable/moving from foam packaging to paper/changing ice cream containers from paper to edible cone.						
		Getting rid of used cooking oil — crew cannot pour down the sink/must dispose of to avoid polluting water courses.						
		Use of chemicals and detergents — crew now use less toxic ingredients/some are biodegradable.						
		Location of distribution centres — located more strategically to reduce travel distance to restaurants.						
	4 marks	Office equipment — choice influenced by energy efficiency and non-toxic factors.						

AOs	Mark Allocation	Exemplar responses
Q3(f)  AO2 (MB3 = 2)  AO4 (MB1 = 2) (MB3 = 2)	1 mark for example of pressure group concern/issue (maximum 2 marks) 1 mark for justifying business's response (maximum 4 marks)	<ul> <li>Eg McDonalds: Pressure groups</li> <li>Effect on menu — changed menu as a result of pressure groups such as PETA and the Vegetarian Society/bad publicity through cases such as the 'McLibel 2' Helen Steel and David Morris — now McDonalds includes items such as salads, carrot sticks and Quorn burgers as 'healthy' options on its menu — but pressure still exists, eg 'Supersize Me'/criticism of high calorie content of salads — McDonalds response to increase information about food products — greater information for consumers as a result of pressure on the business.</li> <li>Effect on type of outlet — plan to turn South Harrow outlet into a 'Drive-through' turned down due to pressure from local residents — pressure led to Harrow Council originally rejecting planning</li> </ul>
	6 marks	permission.

#### Content area distribution

Question	Content area							
	1.1	1.2	1.3	1.4				
1 a)		3						
1 b)		7						
1 c)		6						
1 d)		4						
1 e)		4						
1 f)		6						
2 a)	2							
2 b)	6							
2 c)	4							
2 d)	8							
2 e)	5							
2 f)	5							
3 a)			6					
3 b)			6					
3 c)			6					
3 d)				2				
3 e)				4				
3 f)				6				
Marks	30	30	18	12				

Question	AO1 Band equivalent		AO2 Band equivalent		AO3 Band equivalent		AO4 Band equivalent						
	1	2	3	1	2	3	1	2	3	1	2	3	
1 a)	2			1									3
1 b)	5				2								7
1 c)	3	3											6
1 d)		2	2										4
1 e)				2		2							4
1 f)				2						2	2		6
2 a)	1		1										2
2 b)	3				3								6
2 c)				2	2								4
2 d)				4			4						8
2 e)		1		1					2	1			5
2 f)				1	2				2				5
3 a)	3			3									6
3 b)		3	3										6
3 c)		2						4					6
3 d)	1	1											2
3 e)						2	2						4
3 f)						2				2		2	6
Total	18	12	6	16	9	6	6	4	4	5	2	2	90
iotai		36			31	-		14			9		70

## Analysis of paper

The overall target for each Assessment Objective is based on 40%, 35%, 15% and 10% as agreed for Unit 1, which, on a 90 mark paper, gives

36 marks for AO1; 31.5 (= 31) marks for AO2; 13.5 (= 14) marks for AO3; 9 marks for AO4.

MB level analysis: MB1 18+16+6+5 = 45 (50%)

MB2 12+9+4+2 = 27 (30%)

MB3 6+6+4+2 = 18 (20%) (weightings as per Specimen

Paper)