

Centre No.						Paper Reference	Surname	Initial(s)
Candidate No.						1 5 0 4 / 0 1	Signature	

Paper Reference(s)

1504/01

Edexcel GCSE

Business and Communication Systems

Paper 1F

Foundation Tier

Monday 11 May – Friday 15 May 2009

Time: 1 hour 30 minutes

Examiner's use only

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Team Leader's use only

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Question Number	Leave Blank
1	
2	
3	
Total	

<u>Materials required for examination</u>	<u>Items included with question papers</u>
Printer paper and string	Nil

Instructions to Candidates

In the boxes above, write your centre number, candidate number, your surname, initial(s) and signature.

Answer ALL the questions.

All printouts must be attached with string to this question paper, next to the appropriate questions.

Information for Candidates

The marks for individual questions and the parts of questions are shown in round brackets: e.g. (2).

The total mark for this paper is 45.

There are 8 pages in this question paper. Any blank pages are indicated.

Advice to Candidates

English and bilingual dictionaries may be used.

You are reminded of the importance of clear and orderly presentation in your answers.

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Turn over



Context – B & R Engineering Ltd

James Broadfield founded Broadfield Engineering, just outside Birmingham, in 1946. In 1962, Paul Rose joined the flourishing business as a partner and it was renamed B & R Engineering. It is near to its main customers, the Midland car industry and its raw material suppliers, the steel industry, making this an ideal location.

In 1984, Paul's son, Andrew, joined the business straight from school at 16. Today, following the retirement of both James and Paul, Andrew is the Managing Director and sole shareholder of B & R Engineering Ltd at its new bigger factory also just outside Birmingham.

B & R Engineering Ltd specialises in the manufacture of machine press tools and prototype parts. Its main customers are component companies that produce components, such as gear boxes, clutches and brake assemblies, for the motor car industry nationally and internationally (see chart).

The company has increased its turnover by 40% in the last 18 months and is now planning further investment in new technology to ensure it stays competitive. It has also invested heavily in CAD/CAM, using American software which has been specially developed for its needs.

The workforce consists of

Andrew Rose – Managing Director and owner

Peter Daniels – Works Manager

Shefali Mir – Accountant/Office Manager

5 Machine Tool Makers

3 CNC Operators*

Joe Jopling – Workshop Support Technician

Mary Boyd – Receptionist/WP Operator

Andrea Kitchen – part-time Wages Clerk

Many of the machines are on an automated 24-hour cycle, so staff work shifts to oversee the machines. Early shift 6 am – 2 pm, afternoon shift 2 pm – 10 pm, night shift 10 pm – 6 am.

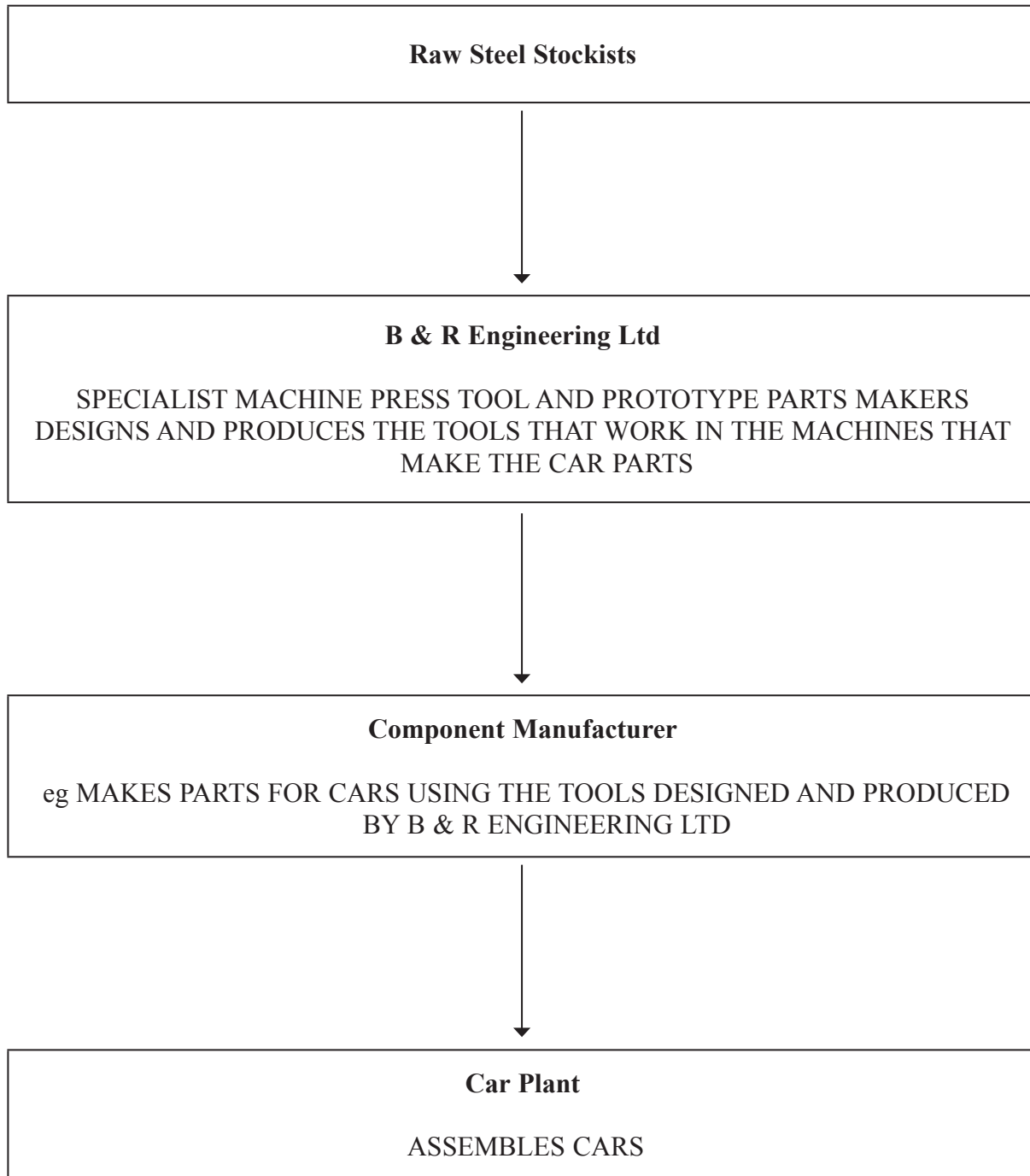
The machine tool makers and CNC operators are very highly skilled and, along with Joe Jopling, trained to use the machinery.

B & R Engineering Ltd relies heavily on electronic communication and, because the factory is potentially a dangerous environment, there are many health and safety notices around the factory.

* CNC stands for computer numerical control and refers to a computer that drives a machine tool – candidates only need to know that a CNC operator operates the computer which drives the machine tool.



The following chart shows where the business fits into the chain of production for the car manufacturing industry.



Answer ALL questions.

1. B & R Engineering Ltd is hoping to recruit and train an apprentice CNC operator. The company has decided to send handouts about the position to the Careers Advisers in the local schools. Andrew Rose, Managing Director, has asked Shefali Mir, the Office Manager, to create a handout, using the details below.

6
FOR FURTHER DETAILS
OF THIS EXCITING
PROSPECT, GO TO
www.broadfieldrose.co.uk

3
IF YOUR ANSWER IS 'YES'
OUR APPRENTICESHIP
MIGHT BE THE
OPPORTUNITY FOR YOU!

5
LEADING TO NVQ
LEVEL 3

1
APPRENTICESHIP FOR
CNC OPERATOR

2
DO YOU WANT TO EARN
MONEY WHILE YOU
LEARN?

4
ON-THE-JOB TRAINING
WITH DAY RELEASE AT
COLLEGE

When preparing the handout, the following points must be taken into account.

- the item in box 1 must be in a different font size and style to the rest of the handout
- using a box, indicate the position of B & R Engineering Ltd's logo at the top of the page
- details must be in the correct order as indicated by the numbers in the boxes
- the items in box 6 must be emboldened
- handout to be surrounded by a border
- handout should be A4 portrait size.

Using appropriate software, create an A4 handout for local schools.

Print out a copy of the handout. The copy should be clearly marked with the question number, centre number, your name and candidate number.

Q1

(Total 15 marks)



2. B & R Engineering Ltd has received a number of applications for the CNC apprenticeship vacancy they advertised. A short list of candidates has been drawn up and each will be called for a 30-minute interview. Shefali Mir has asked you to prepare a letter for her signature to be sent to Mr Josh Symonds of 16 Tennyson Drive, Perryfields, Bromsgrove, Worcs B99 5RZ, asking him to come for an interview on 20 May 2009 at 1330 hours.

- (a) Load the standard letter file BRLET and complete the letter using the information above. The letter must be fully blocked with open punctuation. There are two spelling errors in the file BRLET that you will need to correct.

Print out a copy of the letter. The copy should be clearly marked with the question number, centre number, your name and candidate number.

(11)

Andrew needs an appropriately titled graph to show how World Steel Prices vary from month to month. He asks Shefali to produce a graph for him using the data below. The prices are shown in US dollars.

	Hot Steel Coil	Hot Steel Plate
Jan	611	649
Feb	741	599
Mar	549	670
April	611	758

- (b) Using appropriate software and this data, create a fully labelled line graph.

Print out a copy of the line graph. The copy should be clearly marked with the question number, centre number, your name and candidate number.

(4)

Q2

(Total 15 marks)



3. B & R Engineering Ltd has a very good Health and Safety record. Staff are regularly sent on training courses to ensure that this record is maintained. Shefali Mir, the Office Manager, keeps a database of the training courses used. The following are new training courses.

Duration	Venue	Title	Price £	Date
1 day	B & R Premises	Fire Wardens	120	2 Oct
4 days	Northampton	Managing Safely	855	12 Sept
2 hrs	B & R Premises	Fire Safety Awareness	22	27 June
4 days	Gravelly Park	Auto-Handling Basics	720	6 July
2 days	Birmingham	First Aid at Work	205	9 Nov
5 days	Coventry	Fork Lift Truck – Novice	390	9 July

- (a) (i) Using this information, create a database with the following fields in this order **TITLE, VENUE, DURATION, DATE, PRICE £** and enter the details given above. Add the heading **TRAINING COURSES – 2009** in bold.

Print out a copy of the database, showing all fields. The copy should be clearly marked with the question number, centre number, your name and candidate number.

(7)

- (ii) The Fire Wardens' course has changed venue to Redditch. Amend this record. (1)
- (iii) The First Aid at Work course will now be held in Jan 2010. Delete this record. (1)
- (b) (i) A new 1 day course which will be held in Worcester has been introduced. The title will be Emergency First Aid – Refresher, the price will be £85 and the date will be 30 Aug. Create a new record for this course. (3)

- (ii) Carry out an ascending sort on the **TITLE** field.

Print out a copy of the database, showing all fields. The copy should be clearly marked with the question number, centre number, your name and candidate number.

(1)

- (c) Search the database for courses where the price is greater than £120.

Print out a copy showing the **TITLE, DATE** and **PRICE £** fields only. The copy should be clearly marked with the question number, centre number, your name and candidate number.

(2)

Q3

(Total 15 marks)

TOTAL FOR PAPER: 45 MARKS**END**

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