



GCSE MARKING SCHEME

PREPARATION FOR WORKING LIFE

SUMMER 2014

INTRODUCTION

The marking schemes which follow were those used by WJEC for the Summer 2014 examination in GCSE PREPARATION FOR WORKING LIFE. They were finalised after detailed discussion at examiners' conferences by all the examiners involved in the assessment. The conferences were held shortly after the papers were taken so that reference could be made to the full range of candidates' responses, with photocopied scripts forming the basis of discussion. The aim of the conferences was to ensure that the marking schemes were interpreted and applied in the same way by all examiners.

It is hoped that this information will be of assistance to centres but it is recognised at the same time that, without the benefit of participation in the examiners' conferences, teachers may have different views on certain matters of detail or interpretation.

WJEC regrets that it cannot enter into any discussion or correspondence about these marking schemes.

GCSE Preparation for Working Life (short course) Mark Scheme

Summer 2014

Question	Answer	Mark allocation
SECTION A		
1 (a)	<p>Explain what is meant by Personal Protective Equipment (PPE).</p> <p>Allow 1 mark for a basic answer – Clothes worn to protect you</p> <p>Allow 2 marks for a fuller answer – Special protective clothing worn to protect the body from hazards such as chemicals, radiation, electricity etc.</p>	2
1 (b)	<p>State who is responsible for providing all items of PPE in any business.</p> <p>Allow 1 mark for - The employer</p>	1
1 (c)	<p>Explain what you should do if you find that an item of PPE is damaged.</p> <p>Allow 1 mark for - Get another one</p> <p>Allow 2 marks for a fuller explanation – Report item to supervisor, obtain a replacement and check that one, do not continue to work without undamaged PPE.</p>	2
1 (d)	<p>Identify items of PPE that may be used to protect the following;</p> <p>Allow 1 mark for each:</p> <p>Ears – Defenders, ear plugs Skin – Suits, gloves, barrier cream Feet – Safety boots with steel caps</p>	3

Question	Answer	Mark allocation														
2 (a)	<p>There are a number of hazards associated with the use of machinery in the workplace. Explain what is meant by a hazard.</p> <p>Allow 1 mark for a basic explanation – Something dangerous</p> <p>Allow 2 marks for a fuller answer – Something with the potential to cause harm.</p>	2														
2 (b)	<p>Complete the following chart to explain why employees should always follow safe working procedures when using machines.</p> <p>Allow 1 mark for each suitable answer:</p> <table border="1" data-bbox="320 678 1155 1552"> <thead> <tr> <th data-bbox="320 678 719 741">Safe Working Procedure</th> <th data-bbox="719 678 1155 741">Possible Hazard</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 741 719 875">Do not wear loose clothing or jewellery</td> <td data-bbox="719 741 1155 875">It could get caught in a machine and pull parts of your body in as well.</td> </tr> <tr> <td data-bbox="320 875 719 1025">Do not operate machinery unless you have been trained to use it</td> <td data-bbox="719 875 1155 1025">You could cause damage to people or equipment by using it incorrectly.</td> </tr> <tr> <td data-bbox="320 1025 719 1182">Do not try to clear a blockage in the machine without turning it off completely</td> <td data-bbox="719 1025 1155 1182">The machine may start up again trapping you in it.</td> </tr> <tr> <td data-bbox="320 1182 719 1308">Clean up spills and remove obstacles from around the machine</td> <td data-bbox="719 1182 1155 1308">Someone could slip and fall into a machine.</td> </tr> <tr> <td data-bbox="320 1308 719 1431">Do not operate machinery if you having been drinking alcohol</td> <td data-bbox="719 1308 1155 1431">Alcohol decreases reaction time and affects performance</td> </tr> <tr> <td data-bbox="320 1431 719 1552">Report any fault in the machinery immediately and do not use</td> <td data-bbox="719 1431 1155 1552">The fault may mean the machine cannot be used safely.</td> </tr> </tbody> </table>	Safe Working Procedure	Possible Hazard	Do not wear loose clothing or jewellery	It could get caught in a machine and pull parts of your body in as well.	Do not operate machinery unless you have been trained to use it	You could cause damage to people or equipment by using it incorrectly.	Do not try to clear a blockage in the machine without turning it off completely	The machine may start up again trapping you in it.	Clean up spills and remove obstacles from around the machine	Someone could slip and fall into a machine.	Do not operate machinery if you having been drinking alcohol	Alcohol decreases reaction time and affects performance	Report any fault in the machinery immediately and do not use	The fault may mean the machine cannot be used safely.	6
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3 (a)	<p>State the role of an Environmental Health Officer (EHO).</p> <p>Allow 1 mark for a basic explanation – To inspect/check up on businesses</p> <p>Allow 2 marks for a fuller answer – He/she checks on businesses to make sure that they are complying with all Health and Safety legislation.</p>	2
3 (b)	<p>Describe three of the powers that EHOs have to help them carry out their role.</p> <p>Allow 1 mark each for any three of the following:</p> <p>Enter premises Conduct investigations Take sample/photographs Ask questions of anyone in the business Give advice Issue notices Prosecute businesses.</p>	3
3 (c)	<p>Explain one action that an EHO can take to make sure that an employer follows all Health and Safety Laws.</p> <p>Allow 1mark for a basic answer – Prosecute a business.</p> <p>Allow 2 marks for a fuller answer which may refer to – Serve a legal notice, such as an improvement notice –the business must put something right. Or a prohibition notice – to stop doing something immediately. Prosecute the company or employers/employees.</p>	2

Question	Answer	Mark allocation
4.(a)	<p>State one of the injuries that could be caused by a slip or a trip in the workplace.</p> <p>Allow 1 mark for any one of the following:</p> <p>Broken bones Sprains/strains Cuts/gashes Concussion.</p>	1
4 (b)	<p>State two possible causes of slips and trips in the workplace.</p> <p>Allow 1 mark each for any two of the following:</p> <p>Liquid spills Small object on floor, e.g. grape Loose edges of carpet Uneven flooring Incorrect footwear Obstacles in the way Missed footing on stairs Lack of care Lack of training</p>	2
4 (c)	<p>Describe how an employer can reduce the risks of slips and trips in the workplace.</p> <p>Allow up to 4 marks for a full description which may include:</p> <p>Carry out Risk Assessment and put in adequate control measures or rectify all hazards. Ensure all employees have full training in all possible dangers. Ensure all spills have warning signs and are cleaned up immediately. Have safety signs at all possible danger points, e.g. stairs. Ensure all employees wear correct footwear and clothing.</p>	4

Question	Answer	Mark allocation
SECTION B		
5 (a)	<p>Explain what is meant by the following terms and give one example of each.</p> <p>Allow 1 mark for explanation Allow 1 mark for an example</p> <p><u>Flammable substance</u></p> <p>Explanation – A liquid or gas that quickly and easily catches on fire.</p> <p>Examples – White spirit, meths, paint thinner, petrol, LPG, cellulose, chemicals.</p> <p><u>Combustible material</u></p> <p>Explanation – A solid material that is able to catch fire and burn easily.</p> <p>Example – Paper, cloth, shavings, hay/straw.</p>	4
5 (b)	<p>Describe ways to prevent or reduce the risk of fire and personal injury when using flammable substances or combustible materials.</p> <p>Allow up to 2 marks each for any three of the following well explained answers.</p> <p>Answers may refer to:</p> <p>Control the amount stored and keep separately in locked fire resistant store.</p> <p>Use suitable containers, mark containers, replace lids. Keep in a cool, well ventilated areas.</p> <p>Eliminate sources of ignition, e.g. smoking, sparks from machines.</p> <p>Give training to all employees that will be in contact with materials</p> <p>Have a written H&S Policy.</p> <p>Display all appropriate signs where materials are stored or used.</p> <p>Issue employees with appropriate PPE and ensure that they are worn.</p>	6

Question	Answer	Mark allocation
6 (a)	<p>Give the meaning of the following terms;</p> <p>Allow 1 mark each for an explanation</p> <p>(i) Employee – someone employed by the firm on a permanent basis</p> <p>(i) Sub-contractor - Someone employed on a short term temporary basis for a specific job.</p>	2
6 (b)	<p>State what is meant by a Health and Safety Policy.</p> <p>Allow 1 mark for a basic explanation – The company’s safety measures and rules.</p> <p>Allow 2 marks for a fuller explanation – A written statement of all health and safety measures designed to protect public and workers, and containing details of how to carry out the measures.</p>	2
6 (c)	<p>Explain why Alun Roberts should have a written statement of the firm’s Health and Safety Policy.</p> <p>Allow 1 mark each for the mention of any three appropriate points, which may include the following: Allow 2 marks each for more detailed explanations of each point.</p> <p>It is a legal requirement To protect all employees To prevent risk to other people To ensure correct PPE is worn by everyone To ensure safe handling of all equipment To ensure that all hazards, accidents, near misses are reported So that short term contractors are aware of the hazards and safety measures To provide legal protection for the employer in case of safety failures by employees.</p>	6

Question	Question	Mark allocation
SECTION C		
7(a)	<p>State two different types of flexible working arrangements.</p> <p>Allow 1 mark for each type</p> <p>Part-time Flexi-time Term time working Working from home Compressed hours Career breaks</p>	2
7 (b)	<p>Discuss the advantages and disadvantages to a business such as Jones & Sons Transport agreeing to flexible working arrangements for their employees.</p> <p>Level 1 The answer simply cites one or two reasons e.g. 'You can't run a transport business with people turning up when they want to' or 'People with children should have a right to only work in term time'.</p> <p>Communication will tend to be impeded by poor expression on occasions.</p> <p>Level 2 The answer recalls knowledge and demonstrates an understanding of some of the issues involved on both sides. The answer will include a range of suggestions with evidence of discussion about the problems involved, such as 'The workplace would be a lot happier and work better, but it is not practical in all businesses'.</p> <p>Expression is adequate to convey meaning, though errors are likely to be apparent.</p> <p>Level 3 The answer recalls knowledge and demonstrates a comprehensive and clear understanding of the advantages of flexible working, as well as the problems that may have to be overcome. The answer will include a wide range of realistic suggestions with evidence of detailed discussion.</p> <p>The response is well structured and clearly expressed, with few errors.</p> <p>Advantages</p> <p>Happier workforce = more productivity Lower costs and reduced office space/equipment Staff spends less time commuting and more time working Improves work/life balance IT can be accessed from anywhere Legal right to apply for flexible working.</p> <p>Disadvantages</p> <p>Productivity and quality may decline Teamwork may suffer Some people will take advantage Extra costs, e.g. covering working gaps Businesses may not be able to meet demand Stress of time management Isolation from colleagues in creative businesses Some businesses it may not be practical, e.g. transport.</p>	<p>8</p> <p>1-3</p> <p>4-6</p> <p>7-8</p>

Question	Answer	Mark allocation
8 (a)	<p>Explain how a business calculates whether it is making a profit or loss.</p> <p>Allow 1 mark for a basic explanation – what is left after all expenses are paid</p> <p>Allow 2 marks for a fuller explanation – Income minus expenditure/vice versa</p>	2
8 (b)	<p>Discuss the steps Llinos would need to take to make sure that her business will be successful.</p> <p>Level 1 The answer simply cites a few steps Llinos should take or a few problems she may have, such as, ‘she may not have enough money to start a business’.</p> <p>Communication will tend to be impeded by poor expression on occasions.</p> <p>Level 2 The answer recalls knowledge and demonstrates an understanding of some of the steps involved in setting up a business from scratch. The answer will include a range of suggestions with evidence of discussion, they may refer to problems.</p> <p>Expression is adequate to convey meaning, though errors are likely to be apparent.</p> <p>Level 3 The answer recalls knowledge and demonstrates a comprehensive and clear understanding of how to set up an enterprise, as well as the problems that may have to be overcome and the skills needed. The answer will include a wide range of realistic suggestions with evidence of detailed discussion.</p> <p>The response is well structured and clearly expressed, with few errors.</p> <p>Llinos should:</p> <ul style="list-style-type: none"> Have a clear idea of exactly what she wants to set up Carry out some market research and look at competition Decide on products/services to be offered Look for premises and the cost of rent and all equipment Cost of gas/electricity/telephone etc. Cost of advertising Sources of suppliers for regular supplies, e.g. bread Charge a reasonable price, not too low/high Write a business plan based on above Look for sources of capital Don't take on extra staff or buy unnecessary equipment at the beginning Be prepared for really hard work and long hours. 	<p>8</p> <p>1-3</p> <p>4-6</p> <p>7-8</p>



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