

Centre Number						Candidate Number				
Surname										
Other Names										
Candidate Signature										

For Examiner's Use	
Examiner's Initials	
Question	Mark
1–10	
11–19	
20	
21	
22	
23	
24	
25	
TOTAL	



Level 1/Level 2 Certificate
June 2014

Certificate in Preparation for Working Life (Short Course)

4800/W

Written Paper

Friday 9 May 2014 9.00 am to 10.30 am

You will need no other materials.
You may use a calculator.

Time allowed

- 1 hour 30 minutes

Instructions

- Use black ink or black ball-point pen.
- Fill in the boxes at the top of this page.
- Answer **all** questions.
- You must answer the questions in the spaces provided. Answers written in margins will not be marked.
- If you need extra paper, use the Additional Answer Sheets.
- Do all rough work in this book. Cross through any work you do not want to be marked.

Information

- The maximum mark for this paper is 80.
- The marks for questions are shown in brackets.

A



J U N 1 4 4 8 0 0 W 0 1

Section A

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

1 The person in overall control of a business organisation is the ...

A	Company Secretary.
B	Managing Director.
C	Personnel Executive.
D	Financial Manager.

[1 mark]

2 The form produced at the end of a year showing a person's total earnings, income tax and National Insurance payments is called a ...

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

[1 mark]

3 In basic first aid, the first step is to check for danger. The next step is to check ...

A	the airways.
B	the pulse.
C	for a response.
D	for breathing.

[1 mark]



4



The emotion the woman is showing is ...

A	affection.
B	sympathy.
C	pride.
D	curiosity.

[1 mark]

5

Linda works as a travel agent. She is paid 1% of the value of the holidays she sells. This is best described as an example of earning a ...

A	commission.
B	salary.
C	bonus.
D	superannuation.

[1 mark]

Turn over ►



6 A cut which spurts bright red blood is best described as serious damage to ...

A	a vein.
B	an artery.
C	a muscle.
D	a bone.

[1 mark]

7 A referee is someone who ...

A	writes in support of a person's job application.
B	acts as a work supervisor.
C	is a workplace careers adviser.
D	inspects workers for a trade union.

[1 mark]

8



Terry uses software to design conservatories and greenhouses.
This is best described as ...

A	controlled building planning.
B	controlled building design.
C	computer-aided design.
D	computer-aided manufacture.

[1 mark]



9 The 'free'-market within the European Union is where goods or services ...

A	are provided by the European Parliament only.
B	are provided by the European banks only.
C	are traded without barriers.
D	have fixed prices and fees.

[1 mark]

10 Oscar's diet is low in energy. He should eat more ...

A	fibre.
B	minerals.
C	vitamins.
D	carbohydrates.

[1 mark]

10

Turn over for Section B

Turn over ►



Section B

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

11 Give the meaning of each of the workplace signs shown below.



..... [1 mark]



..... [1 mark]



..... [1 mark]



12 The sign below is seen in a hospital kitchen.

**Plates, bowls, cups or saucers with
cracks MUST NOT BE USED and
should be put in the waste bins.**

Explain why it is important that workers follow this instruction.

[3 marks]

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.....

13 Dawn is worried that she often catches colds.

Which **two** aspects of Dawn's health are affected?

[2 marks]

1

2

Turn over for the next question

Turn over ►



14 Peter's payslip is shown below. The net pay amount is missing.

Peter Williams	Tax code: 303L	
Earnings	Deductions	
Week 5: £290.00	Income Tax	£15.50
	National Insurance	£36.00
	Personal Pension	£15.50
	Net pay Week 5:	

14 (a) Calculate Peter's net pay for Week 5. **[2 marks]**

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14 (b) What does the number 303 in Peter's tax code show? **[2 marks]**

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15 Fariha has been made redundant.
Explain what is meant by 'made redundant'. **[2 marks]**

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16 What do the letters PAYE stand for? **[1 mark]**

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17 Divorce is an unexpected life event.
Give **two** other unexpected life events. **[2 marks]**

1

2

18 Everyone in a workplace is responsible for health and safety.
Which Act of Parliament made this law? **[1 mark]**

.....

19 A newly formed company sells food hampers.
Explain how the internet could help the company. **[2 marks]**

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20

Turn over ►



Section C

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

20



The picture shows some hazards which cause risks to health and safety.

Identify **five** different hazards and explain why each is a risk.

[10 marks]

One has been done to help you.

Example

Hazard: man standing on oil drum to reach light.....

Risk: likely to fall.....



Hazard 1

Risk

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Hazard 2

Risk

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Hazard 3

Risk

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Hazard 4

Risk

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Hazard 5

Risk

.....

Turn over for the next question

10

Turn over ►

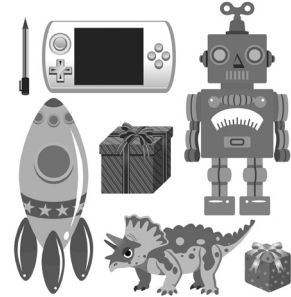
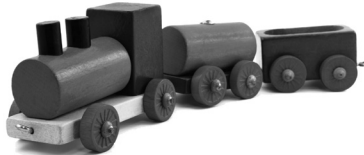


21

Some Year 10 students want to raise money for a charity.

The students have collected unwanted toys and DVDs from their friends and family.

The students have permission to sell the toys and DVDs during one lunchtime in school.



21 (a)

The students will need to plan carefully to be successful.

Give **three** other skills, attitudes or qualities that the students will need for them to be successful.

[3 marks]

- 1
- 2
- 3

21 (b)

Explain how careful planning will help the students to be successful.

[3 marks]

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6



22 Ellis had a successful interview for a place on a college course.
She had prepared well and used good body language during the interview.

22 (a) Suggest **four** examples of good body language that Ellis may have used. **[4 marks]**

- 1
- 2
- 3
- 4

22 (b) Describe how Ellis may have prepared for the college interview. **[4 marks]**

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Turn over for the next question

8

Turn over ▶



23 Caroline is 24 years old and has just been promoted at work.

She earns enough money for both her essential and non-essential spending.

23 (a) Explain, using **one** example of each, the difference between essential and non-essential spending.

[4 marks]

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Caroline is thinking about getting either a credit card or a debit card.

23 (b) Give **one** reason why a credit card may be better than a debit card for Caroline.

[1 mark]

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23 (c) Give **one** reason why a debit card may be better than a credit card for Caroline.

[1 mark]

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Caroline has started saving money every month for her long-term future.

23 (d)

Give **two** advantages for Caroline of saving money for her long-term future.

[2 marks]

Advantage 1

.....

Advantage 2

.....

8

Turn over for the next question

Turn over ►



24 Explain the likely effects of the following on the people concerned.

24 (a) Nico is 23 years old. He regularly misuses drugs.

[3 marks]

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24 (b) Whitney is being bullied at work.

[3 marks]

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24 (c) Rita has an interesting job.

[3 marks]

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9



25 Barry has just started work as a trainee in a large company.

The company offers training and has a mentoring scheme to help to develop new workers.

25 (a) Explain what is meant by a 'mentoring scheme' and how this may benefit Barry.

[3 marks]

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25 (b) Describe **three** other ways in which the company could help to develop workers such as Barry.

[6 marks]

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Question 25 (b) continues on the next page

Turn over ►



Dotted lines for writing.

END OF QUESTIONS

9



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