



Please write clearly in block capitals.

Centre number

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Candidate number

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Surname

Forename(s)

Candidate signature

Level 1 / Level 2 Certificate

CERTIFICATE IN PREPARATION FOR WORKING LIFE (SHORT COURSE)

Written Paper

Friday 13 May 2016

Morning

Time allowed: 1 hour 30 minutes

Materials

You will need no other materials.

You may use a calculator:

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 each questions and part questions are shown in brackets.
- The total mark for each question or section is shown in the box in the right hand margin.



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Section AAnswer **all** questions.

Complete each sentence by putting the correct letter in the box.

1 Tony's growth is slow because of his poor diet.

In order to improve his growth he should eat more ...

A	fat.
B	protein.
C	sugar.
D	starch.

[1 mark]**2** Andrew earns £300 per week before any deductions.

This is best described as his ...

A	bonus.
B	commission.
C	net pay.
D	gross pay.

[1 mark]

3



The sign above is a hazard warning for ...

A	radiation.
B	fire.
C	electricity.
D	poison.

[1 mark]

Turn over for the next question



4



The emotion being shown is ...

A	envy.
B	surprise.
C	sympathy.
D	kindness.

[1 mark]

5

505L is a tax code.

The 505 means that ...

A	£505 income tax must be paid.
B	£505 can be saved this year.
C	£5050 can be earned before paying income tax.
D	£5050 can be put into a pension fund this year.

[1 mark]



6 Piecework is best described as ...

A	fixed payments for each item made.
B	payments added to the worker's basic wage.
C	fees paid every week for overtime.
D	a bonus paid for good work.

[1 mark]

7 Holly is applying for a college course.

The manager of the shop where she works part-time writes a letter to the college to support Holly's application.

This letter is called a ...

A	work diary.
B	Curriculum Vitae (CV).
C	record of achievement.
D	reference.

[1 mark]

8 In technology the letters CAM stand for ...

A	Controlled Amended Material.
B	Controlled Added Making.
C	Computer Aided Manufacture.
D	Computer Assisted Model.

[1 mark]



- 9** Logan has lost his job because the company he worked for closed down.
This is best described as Logan being ...

A	fired.
B	suspended.
C	made redundant.
D	passed over.

[1 mark]

- 10** The main Act of Parliament protecting workers and others in the workplace is called the ...

A	Health and Safety at Work Act.
B	Employment Relations Act.
C	Equal Opportunities Act.
D	Factory Act.

[1 mark]

10



Section B

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

11 This sign is seen in the food preparation area of a café.

**Blue disposable gloves
MUST BE WORN
when handling cooked meat.**

Explain why it is important that the café workers follow this instruction.

[3 marks]

12 What is the job title of the most senior person in a large business organisation?

[1 mark]

13 Erin is 30 years old and has no family or friends.

She is worried about her money problems.

Suggest **one** source of help for Erin.

[1 mark]



Turn over ►

14 Countrywide Link is a large company delivering parcels across the United Kingdom.
The company uses vans and drivers to move the parcels.

14 (a) Suggest **two** advantages for Countrywide Link of using a satellite navigation system. **[2 marks]**

1 _____

2 _____

14 (b) Suggest **two** disadvantages for Countrywide Link of using a satellite navigation system. **[2 marks]**

1 _____

2 _____

15 A worker falls unconscious and stops breathing.
His workmate starts to use Cardio-Pulmonary Resuscitation (CPR) to help.
Briefly describe how the workmate will perform CPR. **[4 marks]**



16 Holmsea Building Society uses the Internet to advertise their job vacancies.

Suggest **two** other ways the Holmsea Building Society could advertise their job vacancies.

[2 marks]

1 _____

2 _____

17 Which **two** of the following are **formal** relationships?

- A. Friends who are neighbours.
- B. Aunts and nieces.
- C. Teachers and students.
- D. Managers and company workers.
- E. Grandparents and grandchildren.

[2 marks]

1 _____

2 _____

18 Ella works in a farm shop. Her contract is for three days work each week.

What type of work contract does Ella have?

[1 mark]

19 Eva has just started work in an office.

She feels that some of the other workers are prejudiced towards her.

Explain what is meant by the other workers being prejudiced towards Eva.

[2 marks]



Section C

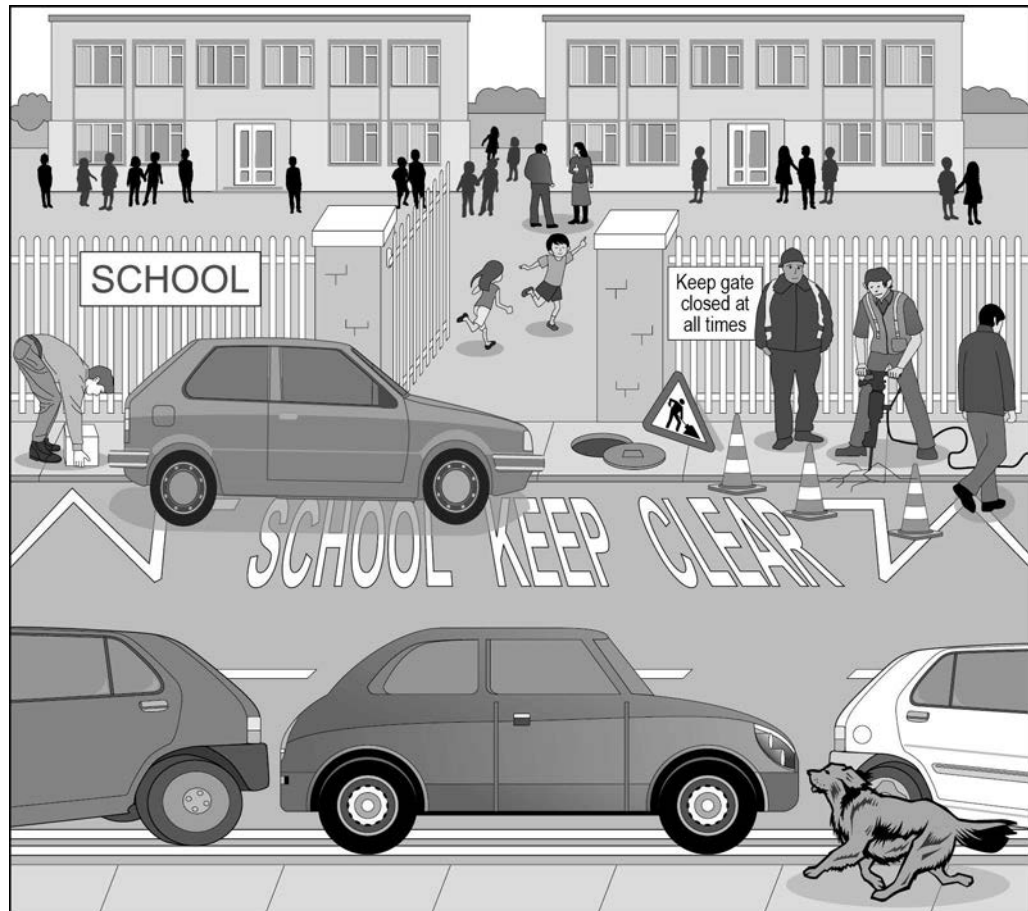
Answer **all** questions in the spaces provided.

20

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

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

One has been done to help you.



[10 marks]

Example

Hazard There is a car parked illegally on the school keep clear area.

Risk May cause an accident as children or adults crossing the road will not be able to see moving vehicles.



Hazard 1 _____

Risk _____

Hazard 2 _____

Risk _____

Hazard 3 _____

Risk _____

Hazard 4 _____

Risk _____

Hazard 5 _____

Risk _____

10



Turn over ►

21 Aiden has started to write his CV.

Name –	Aiden Maurice Williams
Address –	31 Falkirk Terrace Lower Wicknorton Deepshire DA2 44L
Phone –	03331 254 118
Education –	Wicknorton Academy
Qualifications 2014 – GCSEs –	Maths C English C Biology B Chemistry C Physics D French D Art B
Referee –	Ms D Rogers Head of Year Wicknorton Academy High Road Wicknorton 03331 255 878

21 (a) Give **three** further pieces of information Aiden should add to his CV.

[3 marks]

1 _____

2 _____

3 _____

21 (b) Aiden is invited to attend an interview for a college course.

He wants to show the college tutors that he is polite.

21 (b) (i) Suggest **three** ways Aiden can do this in his interview.

[3 marks]

1 _____

2 _____

3 _____



21 (b) (ii) Explain why it is important for Aiden to prepare some questions to ask at his interview.

[2 marks]

8

22 (a) Liam exercises regularly by playing five-a-side football with his friends.
Explain how Liam will be affected **physically** and **socially** by this.

[4 marks]

Physically _____

Socially _____

22 (b) Shabana has an interesting job but feels very stressed as she works long hours.
Explain how Shabana will be affected **intellectually** and **emotionally** by this.

[4 marks]

Intellectually _____

Emotionally _____

8



Turn over ►

23



Caleb and Natalie are thinking of starting an enterprise looking after people's gardens.

Their planning includes which gardening tools they will need.

- 23 (a) Suggest **two** other aspects of the gardening enterprise they will need to plan. **[2 marks]**

1 _____

2 _____

- 23 (b) Caleb and Natalie have very good gardening skills.

Give **two** other skills, attitudes or qualities that Caleb and Natalie will need to make the gardening enterprise a success.

[2 marks]

1 _____

2 _____



23 (c) Explain how Caleb and Natalie can evaluate the success of their gardening enterprise.

[3 marks]

23 (d) (i) Caleb and Natalie will be paid in cash for their gardening work.

Give **one** disadvantage of being paid in cash.

[1 mark]

23 (d) (ii) Other than cash, give **two** different ways that Caleb and Natalie can be paid.

[2 marks]

1 _____

2 _____

Turn over for the next question

10



Turn over ►

24 Mason is a factory worker. He is being bullied by some of the other factory workers.

24 (a) Describe the likely effects on Mason of being bullied.

[4 marks]

24 (b) Suggest **one** way Mason can get help to stop the bullying.

[1 mark]

5



25

Large businesses provide training and offer promotions as methods to help develop their workers.

Name and briefly explain **three** other methods large businesses use to develop their workers.

[9 marks]

Method 1 _____

Explanation _____

Method 2 _____

Explanation _____

Method 3 _____

Explanation _____

END OF QUESTIONS

9



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