



Please write clearly in block capitals.

Centre number

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Candidate number

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Surname

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Forename(s)

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Candidate signature

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# AQA Level 1/2 Certificate

## PREPARATION FOR WORKING LIFE

### Written Paper 2

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Friday 13 May 2016

Afternoon

Time allowed: 1 hour 15 minutes

#### Materials

You will need no other materials.

#### 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 marks for each question are shown in brackets.
- The maximum mark for this paper is 50.
- You are reminded of the need for good English and clear presentation in your answers. Quality of written communication will be assessed in Question 7.



J U N 1 6 4 8 0 1 2 0 1

IB/H/Jun16/E13

4801/2

Answer **all** questions.

**1** In 2010 the Government passed an Act to protect people against discrimination when they are applying for a job.

The Act lists a number of 'protected characteristics' which cannot be used to discriminate against anyone who is applying for a job.

**1 (a)** What is the name of this Act?

**[1 mark]**

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**1 (b)** Give **three** of the 'protected characteristics' covered by this Act.

**[3 marks]**

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

**2** Indira is looking for her first job.

Many advertisements ask applicants to apply **online**.

Explain the advantages of an online application for Indira.

**[3 marks]**

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4

3



**3** Ben is also looking for his first job.

He saw an advertisement in the local newspaper for an engineering apprenticeship and decided to apply.

He has received a **paper application form** through the post and now has to complete it.

Briefly explain why Ben should do the following.

**3 (a)** Photocopy the blank application form. **[2 marks]**

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**3 (b)** Ask someone to read through his completed copy of the application form. **[2 marks]**

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**3 (c)** Photocopy the completed application form before he sends it back to the company. **[2 marks]**

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4 Ben needs **two** referees.

4 (a) What should Ben do before choosing suitable referees?

[1 mark]

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4 (b) Other than their names, give **two** pieces of information that Ben should include about his referees.

[2 marks]

1 \_\_\_\_\_

2 \_\_\_\_\_

4 (c) Explain what the referees will do for Ben when the employer contacts them.

[2 marks]

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5 Indira has seen an advertisement at the local job agency.

Look carefully at the advertisement below and answer the questions that follow.

GREENACRE AND PARRY  
require  
A TRAINEE CAR SALESPERSON  
  
Basic pay: £15,000 gross per year  
Plus Commission  
Full training will be provided  
including day release  
  
Please apply by letter to:  
  
Sales Executive  
Greenacre and Parry  
Painters Road  
Northwell  
NW25 0PA

5 (a) What is meant by '£15,000 gross'?

[1 mark]

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5 (b) What does 'commission' mean in this advertisement?

[1 mark]

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5 (c) What is meant by 'day release'?

[1 mark]

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**6** Indira decides to apply for the vacancy. She has to write a letter of application.

In order to make a good impression, Indira has to remember a number of points about the layout and content of the letter.

One of these points is given below:

Remember to include your own address and that of the employer.

List **five** further points that Indira should remember when writing the letter.

**[5 marks]**

1 \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

3 \_\_\_\_\_

\_\_\_\_\_

4 \_\_\_\_\_

\_\_\_\_\_

5 \_\_\_\_\_

\_\_\_\_\_

5









Suggestion 2 Show positive body language.

This is important because \_\_\_\_\_

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Suggestion 3 Use appropriate vocabulary and tone of voice.

This is important because \_\_\_\_\_

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9

**END OF QUESTIONS**



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