

Please write clearly i	n block capitals.		
Centre number		Candidate number	
Surname			
Forename(s)			
Candidate signature			

## AQA Level 1/2 Certificate PREPARATION FOR WORKING LIFE

Written Paper 2

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.



		Answer <b>all</b> questions.	
1		In 2010 the Government passed an Act to protect people against diswhen they are applying for a job.	scrimination
		The Act lists a number of 'protected characteristics' which cannot be discriminate against anyone who is applying for a job.	e used to
1	(a)	What is the name of this Act?	[1 mark]
1	(b)	Give <b>three</b> 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]



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 <b>paper application form</b> 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]
3	(b)	Ask someone to read through his completed copy of the application form.  [2 marks]
3	(c)	Photocopy the completed application form before he sends it back to the company.  [2 marks]



4		Ben needs <b>two</b> referees.
4	(a)	What should Ben do before choosing suitable referees?  [1 mark]
4	(b)	Other than their names, give <b>two</b> pieces of information that Ben should include about his referees.  [2 marks]
		2
4	(c)	Explain what the referees will do for Ben when the employer contacts them.  [2 marks]



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]
5	(b)	What does 'commission' mean in this advertisement?	[1 mark]
5	(c)	What is meant by 'day release'?	[1 mark]



6	Inc	dira decides to apply for the vacancy. She has to write a letter of application.
		order to make a good impression, Indira has to remember a number of points out the layout and content of the letter.
	Or	ne of these points is given below:
		Remember to include your own address and that of the employer.
	Lis	et five further points that Indira should remember when writing the letter.
		[5 marks]
	1	
	2	
	-	
	3	
	3	
	4	
	5	
	-	

A large number of employers are keen to recruit people with good <b>employability skills</b> and positive <b>personal attributes</b> .
These are skills that are useful in almost every job.
The list below shows some of the main employability skills and personal attributes that employers are looking for in new staff:
<ul> <li>good time keeping</li> <li>teamwork</li> <li>problem solving ability</li> <li>adaptability.</li> </ul>
Using examples explain why employers think these skills and attributes are so important in the workplace.
The quality of your written communication will be assessed in this question.
[15 marks]



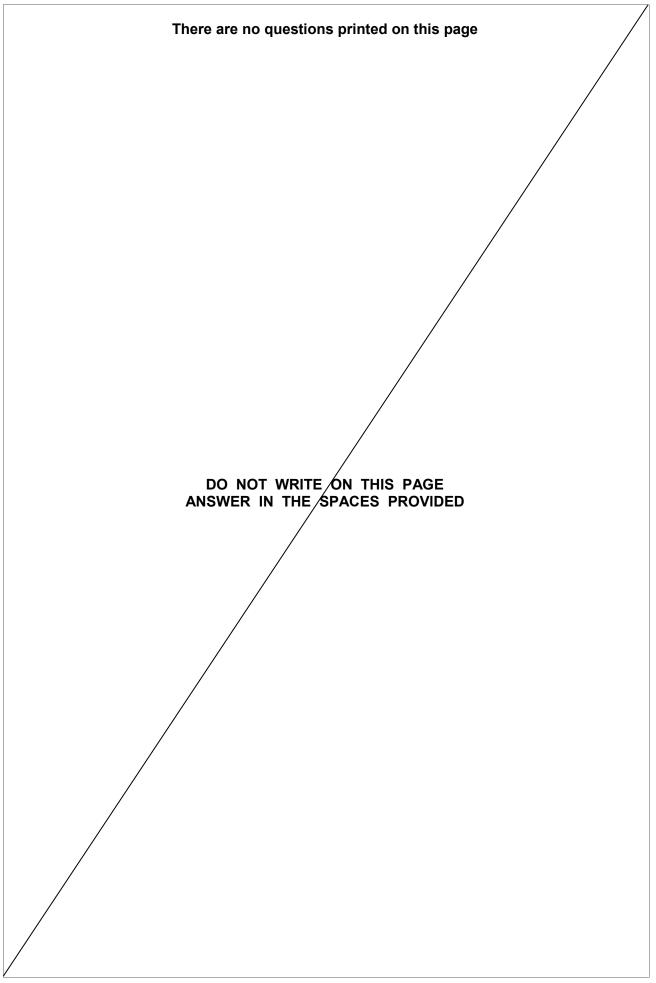
Both Ben and Indira are invited for interview and search the internet for some suggestions on how to do well.
suggestions on how to do well.  Three suggestions appear on a number of websites.
suggestions on how to do well.  Three suggestions appear on a number of websites.  In each case explain why it is important for Ben and Indira to follow the suggestions.
suggestions on how to do well.  Three suggestions appear on a number of websites.  In each case explain why it is important for Ben and Indira to follow the suggestions.  [9 marks]
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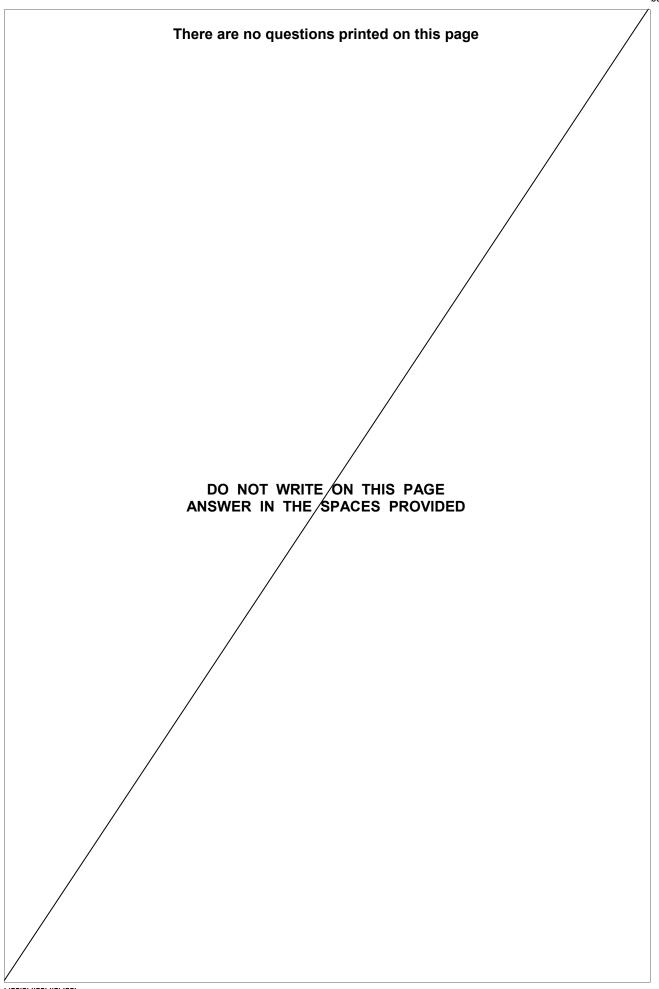
	Show positive body language.
This is importa	nt because
Suggestion 3	Use appropriate vocabulary and tone of voice.
Γhis is importa	nt because
,	

**END OF QUESTIONS** 











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