

Centre Number						Candidate Number				
Surname										
Other Names										
Candidate Signature										

For Examiner's Use	
Examiner's Initials	
Question	Mark
1–10	
11–17	
18	
19	
20	
21	
22	
23	
TOTAL	



AQA Level 1/2 Certificate
Specimen Paper

Preparation for Working Life 4801/1

Written Paper 1

Specimen Paper

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

Time allowed

- 1 hour 45 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.
- 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 100.
- The marks for questions are shown in brackets.
- You are reminded of the need for good English and clear presentation in your answers. Quality of written communication will be assessed in question 23.



J U N 1 2 X X X X 1 0 1

Section A

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

1 A self-employed person is best described as working ...

A	on their own.
B	for themselves.
C	with others.
D	for a company.

(1 mark)

2 In the DRABC of first aid, the letter R means ...

A	Road
B	Right
C	Respect
D	Response

(1 mark)

3 Earl makes hanging baskets.

He is paid £10 for each basket produced. This is called ...

A	salary costs.
B	bonus payments.
C	commission.
D	piecework.

(1 mark)



4



The sign above is most likely to be seen in a workplace which is ...

A	noisy.
B	quiet.
C	crowded.
D	dirty.

(1 mark)

5

A balanced diet is best described as containing ...

A	different amounts of all food components.
B	equal amounts of all food components.
C	mostly proteins and vitamins.
D	very little fat and minerals.

(1 mark)

Turn over for the next question

Turn over ►



6

Jane

Anne



© Thinkstock

Jane says: "Since mum died I feel really down. I can't eat and don't want to see people".

This is best described as ...

A	grief affecting intellectual and social health.
B	grief affecting physical, emotional and social health.
C	regret affecting physical and intellectual health.
D	regret affecting emotional and social health.

(1 mark)

7

Barry lives in a seaside town.

From April to September he works weekends as an ice cream salesman.

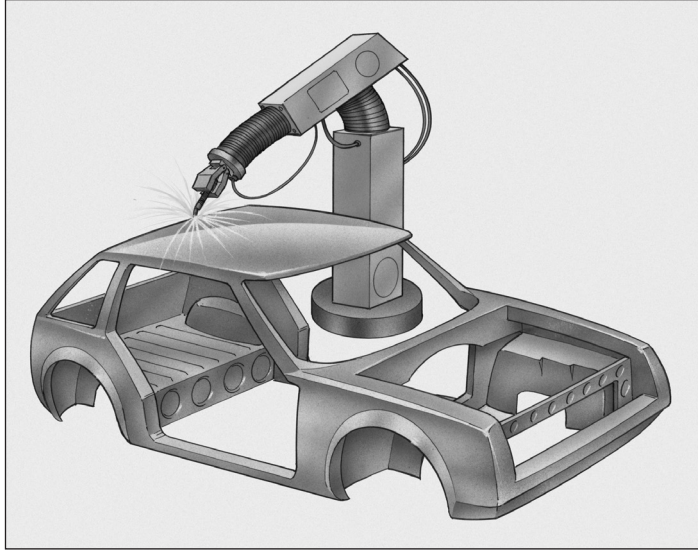
Barry's work is ...

A	full time and fixed term.
B	full time and permanent.
C	part time and permanent.
D	part time and fixed term.

(1 mark)



8



© Thinkstock

The main reasons for using Computer Aided Manufacture (CAM) to make cars are to employ ...

A	more workers and have fewer build errors.
B	less workers and have fewer build errors.
C	more workers and have lower costs.
D	less workers and higher costs.

(1 mark)

9

Tina has money deducted from her earnings and paid into a pension scheme. This is called ...

A	corporation tax.
B	superannuation.
C	income tax.
D	PAYE.

(1 mark)

Turn over ►



10

The legislation which makes it illegal to pay wages which are lower than a set amount is the ...

A	National Minimum Wage Act.
B	Equal Pay Act.
C	National Salary Scheme.
D	Equality Act.

(1 mark)

10



Section B

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

11 The rules for workers in a food preparation area state:

**All waste foods must be put in the bins provided
and the bin lids securely fastened**

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

.....
.....
.....
.....
.....
.....

(3 marks)

12 Kathryn is applying for a job and decides to update her curriculum vitae (CV).

Give **two** reasons why it is important for Kathryn to update her CV.

1

2

.....

(2 marks)

Turn over ►



13 Sharon enjoys her job. She has lots of friends at work and meets new people every day.

Briefly explain how Sharon is benefitting from her work experiences.

.....

.....

.....

.....

.....

.....

(3 marks)

14 Alex falls at work and appears to have fractured his right wrist.

Describe the first aid procedures which should be carried out to help Alex.

.....

.....

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.....

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.....

.....

.....

(4 marks)

15 (a) Give **one** advantage of telephone banking compared to traditional banking.

.....

.....

(1 mark)



15 (b) Give **one** disadvantage of telephone banking compared to traditional banking.

.....
.....

(1 mark)

16 Samir earns £350 per week.

His net pay is £265 and his only deductions are for National Insurance and Income Tax.

Samir pays £33 each week for National Insurance.

How much Income Tax does Samir pay from his weekly wage?

.....
.....
.....
.....
.....
.....
.....

(2 marks)

Turn over for the next question

Turn over ►



17



© Thinkstock

A school wanted to reduce the number of accidents children had in the playground. The school introduced new safety procedures at the start of the school year in 2008. Information was recorded about playground accidents from 2007 until 2010. This information is shown in the table below.

Number of accidents	2007	2008	2009	2010
Causing minor injuries	18	9	10	16
More serious injuries	5	2	1	4

Explain what the information in the table suggests about the new safety procedures.

.....

.....

.....

.....

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.....

.....

(4 marks)

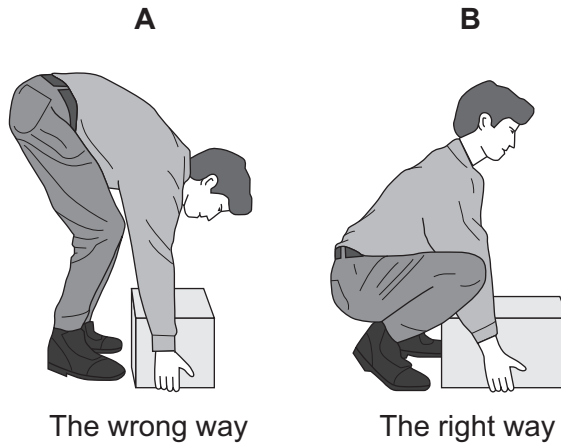
20



Section C

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

18



18 (a) Briefly explain why **A** is wrong and **B** is right.

.....

.....

.....

.....

.....

.....

(3 marks)

Question 18 continues on the next page

Turn over ▶



18 (b)



Briefly explain the hazard and risks of sitting with poor posture when using a computer for long periods of time.

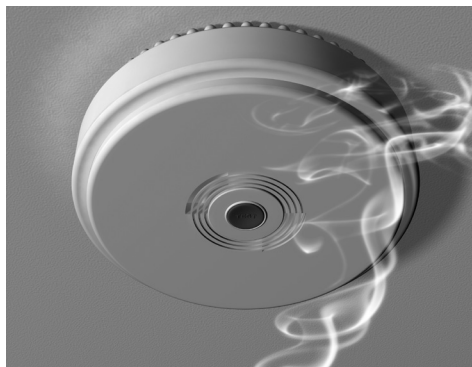
.....

.....

.....

.....

(3 marks)



© Thinkstock

18 (c)

Briefly explain the hazards and risks of failing to replace old batteries in wall and ceiling smoke alarms.

.....

.....

.....

.....

(3 marks)



19 Mahnaz, Caroline and Will are students who want to raise money for a local charity. They have decided to make and sell Christmas cards and calendars. So far they have planned to buy the blank card and materials they will need. They have also decided who is to be responsible for different parts of the enterprise. Mahnaz is to be in charge of advertising. Caroline is to look after the finances. Will is to be in charge of design and manufacture.

19 (a) Suggest **three** other aspects of the enterprise they need to plan.

- 1
-
- 2
-
- 3
-

(3 marks)

Question 19 continues on the next page

Turn over ►



19 (b)

Suggest **three** skills, attitudes or qualities the students will need to make the enterprise a success other than advertising, financial, design and manufacturing skills.

For each suggestion briefly outline **one** different reason why it is important.

Suggestion 1

.....
.....

This is important because

.....
.....
.....

Suggestion 2

.....
.....

This is important because

.....
.....
.....

Suggestion 3

.....
.....

This is important because

.....
.....
.....

(6 marks)

Turn over ►



19 (c) Suggest **three** possible barriers to the success of the enterprise the students may face.

- 1
-
-
- 2
-
-
- 3
-
-

(3 marks)

19 (d) How much profit the enterprise makes, is one way to evaluate the success of the Christmas card and calendar enterprise.

Describe **two other** different ways to evaluate the enterprise.

- 1
-
-
- 2
-
-

(4 marks)

16

Turn over ►



20

Marcie has written a letter of application for a retail assistant's job at Williams Mini Supermarket.

Marcie's letter is shown below:

MARCIE DAVIES
22A LORD STREET
MONKTON
M45 3ZQ

Dear Sir/madam,

I woud like to apply for the post you advertises in last weak's paper i am a hard worker and good with people. I can make an interview any day but Wenesday.I enclose my CV for you. Looking forward to heering from you.

Yours sincerly,

Marcie

20 (a)

Describe in detail how Marcie's letter could be improved.

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(8 marks)



Marcie's CV is shown below:

Curriculum Vitae	Marcie Davies 07888 322157
Education – Monkton High School 2005-2010	
Subjects- English Maths Science Preparation for Working life Food Technology Drama	
Interests- Music	
Referees	
Mr R Roberts Monkton High School	

20 (b) Suggest **four** different ways Marcie's CV can be improved.

- 1
-
- 2
-
- 3
-
- 4
-

(4 marks)

12

Turn over ►



21 Explain how a person may be affected by:

21 (a) becoming addicted to smoking cigarettes.

.....

.....

.....

.....

.....

.....

(3 marks)

21 (b) working long hours in a challenging job.

.....

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.....

.....

.....

.....

(3 marks)

21 (c) having a boring job and being unable to find a better one.

.....

.....

.....

.....

.....

.....

(3 marks)

9



22 Briefly explain the benefits in the world of work of:

22 (a) satellite navigation

.....
.....
.....
.....

(3 marks)

22 (b) smart phones

.....
.....
.....
.....

(3 marks)

22 (c) Bluetooth technology

.....
.....
.....
.....

(3 marks)

9

Turn over ►





**Level 1 / 2 Certificate in
Preparation for Working Life**

Specimen Paper 1

Mark Scheme

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Further copies of this Mark Scheme are available to download from the AQA Website:
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Level 1/2 Preparation for Working Life

Specimen Paper 1 Mark Scheme

Quality of written communication

The quality of written communication is assessed where students are required to produce extended written material. Students will be assessed according to their ability to:

- select and use a form and style of writing appropriate to purpose and complex subject matter
- organise relevant information clearly and coherently, using specialist vocabulary when appropriate
- ensure that text is legible and that spelling, grammar and punctuation are accurate, so that the meaning is clear.

Section A

Q	Accept	Item No:	Mark
1	for themselves	B	1

Q	Accept	Item No:	Mark
2	Response	D	1

Q	Accept	Item No:	Mark
3	piecework	D	1

Q	Accept	Item No:	Mark
4	noisy	A	1

Q	Accept	Item No:	Mark
5	different amounts of all food components	A	1

Q	Accept	Item No:	Mark
6	grief affecting, physical, emotional and social health	B	1

Q	Accept	Item No:	Mark
7	part time and fixed term	D	1

Q	Accept	Item No:	Mark
8	less workers and have fewer build errors	B	1

Q	Accept	Item No:	Mark
9	superannuation	B	1

Q	Accept	Item No:	Mark
10	National Minimum Wage Act	A	1

10 marks

Section B

General points

- AW indicates alternative wording of the point is acceptable.
- Please read carefully where to 'ignore' i.e. read through to the next point.
- 'NOT' means do not award the mark
- Where answers are open without numbered lines please mark parts in order they appear up to the mark total.
- Please look out for answers which repeat points already awarded.

Q	Accept	Mark
11	Reference to any three from: waste food could attract vermin AW (1) spread microbes AW from food if food not in bin or bin lid not on securely (1) cause food poisoning AW if other food or surfaces contaminated. (1)	3 marks

Q	Accept	Mark
12	Any two of, Kathryn needs to: add information on any experience she has gained (1) avoid omitting relevant information which she may forget in the future (1) tailor her CV in line with the job she is applying for (1) make sure she has the best chance of success in her job applications. (1)	2 marks

Q	Accept	
13	Reference to Sharon benefitting by: feeling good about her work (1) raising her self-esteem (1) developing her confidence (1) as emotional effects developing social skills - communication skills (through interactions with people). (1) max 3	3 marks

Q	Accept	Mark
14	Reference to any four of the following: checking that Alex is in a safe location - checking ABC - his A irway is clear, he is B reathing, and has C irculation (1) control any bleeding - cover any broken skin with sterile dressings if needed (1) rinse wound with sterile water or saline solution (1) check symptoms – pain – swelling – bruising – deformity - numbness or tingling - bone visible - limited mobility of the wrist (1) apply splint on forearm - support with broad arm bandage (1) call ambulance - take to hospital (1) call for help (1) treatment for shock if appropriate. (1) max 4	4 marks

Q	Accept	Mark
15 (a)	Any one of the following:- telephone banking saves time (1) more convenient than traditional banking - not having to visit a branch (1) access 24/7 (1) more secure money transfer than carrying cheque or cash. (1) max 1	1 mark

Q	Accept	Mark
15 (b)	cannot physically get money - pay in money (1) Allow may be vulnerable if password - numbers obtained. (1) max 1	1 mark

Q	Accept	Mark
16	£ 52.00 for 2 marks, Allow £85 or £317 in calculations for 1 mark.	2 marks

Q	Accept	Mark
17	Reference to any four of the following: have had an effect in reducing playground accidents (1) both minor and more serious accidents (1) initially - 2008 very large effect AW (1) effects weakening after first year - over time AW (1) number of 2010 accidents close to 2007 figures (1) procedures not working so effectively in 2010 (1) possibly new playground activities causing problems (1) procedures not being followed as well as they were at start. (1) max 4	4 marks

Total 20 marks

Section C

Q	Accept	Mark
18 (a)	Reference to: in A the back is bent but in B the back is straight - knees bent (1) putting strain on back muscles - spine AW (1) less risk of back muscle - spinal injury AW (1) max 3	3 marks

Q	Accept	Mark
18 (b)	Reference to: the poor posture over long periods causing repetitive strain injuries (1) as the upper body is not supported AW (1) causing - neck pain/ burning sensations between the shoulder blades/ lower back pain/ digestive problems/ breathing difficulties. (1) max 3	3 marks

Q	Accept	Mark
18 (c)	Reference to any three of the following: new batteries required to provide electrical power - current AW (1) older batteries lose electrical power over time AW (1) to activate the alarm buzzer – bell (1) when sensor detects smoke. (1) max 3	3 mark

Total 9 marks

Q	Accept	Mark
19 (a)	Reference to any three of the following: timing for the enterprise – sales (1) location for manufacture – sales of the cards and calendars (1) milestones (1) success criteria (1) quality assurance checks (1) how to advertise the cards and calendars (1) price of cards and calendars. (1) <div style="text-align: right;">max 3</div>	3 mark

Q	Accept	
19 (b)	Skill, attitude, quality - 1 mark each	Importance – 1 mark each
	Enthusiasm	eg motivate each other to succeed
	Perseverance	complete the project
	Money management	make a profit
	Organisational skills	ensure smooth running of the project
	Social – communication skills	deal well with customers
	Leadership	reach milestones - targets
	max 3	max 3
		6 marks

Q	Accept	Mark
19 (c)	Reference to any three of the following: competition from other retailers (1) lack of interest – sales (1) quality control in manufacture (1) meeting timescales (1) financial control problems AW (1) secure storage of stock. (1) <div style="text-align: right;">max 3</div>	3 marks

Q	Accept	Mark
19 (d)	<p>Review of the Christmas card and calendar project – in terms of lessons learnt by Mahnaz, Caroline and Will (1) Skills developed by Mahnaz, Caroline and Will (1) (2 marks)</p> <p>and/or</p> <p>Using questionnaire/questions - for customer satisfaction (1) to show how happy or not they are with the cards, calendars and service(1) (2 marks)</p> <p>and/or</p> <p>Repeat business the following year(1) as this shows customers like the service if high or not if few return (1) (2 marks) max 4</p>	4 marks

Total 16 marks

Q	Accept	Mark
20 (a)	<p>Improvements include any eight from: adding Williams Mini Supermarket address (1) keeping to one type of font (1) adding a date (1) using a matching opening and closure i.e. Sir /Madam, Yours faithfully or Name and Yours sincerely (1) signing the letter (1) adding her surname below signature (1) using capital letters where needed –Madam, I, (1) add a full stop between “paper” and “I” (1) correct spelling mistakes – would, advertised, week, hearing, sincerely (1) deleting reference to unavailability for interview on Wednesdays (1) improve wording eg I enclose my CV for your <u>consideration</u> (1) max 8</p>	8 marks

Q	Accept	Mark
20 (b)	<p>Any four of: add her address (1) contact details for Monkton High School (1) to subjects add level eg GCSE and/or grades achieved (1) expand interests – include hobbies, posts of responsibility (1) add work experience details (1) add second referee (1) include job role of referee (1) add referee contact details (1) max 4</p>	4 marks

Total 12 marks

Q	Accept	Mark
21 (a)	Reference to any three from the following: smoking an increasing amount of cigarettes (1) being at increased risk of respiratory problems AW (1) lung/mouth/throat cancer (1) heart disease - circulatory disease (1) as physical effects (1) costing a lot of money - causing financial pressure AW. (1) max 3	3 marks

Q	Accept	Mark
21 (b)	Reference to any three from the following: becoming fatigued AW (1) suffering from a raised stress level (1) having raised blood pressure - may not sleep (1) as physical effects (1) being irritable – short tempered - feeling down - depressed (1) as emotional effects (1) not being able to concentrate – think clearly (1) as intellectual effect(1). max 3	3 marks

Q	Accept	Mark
21 (c)	Reference to any three from the following: lacking motivation – stimulation (1) as intellectual effect (1) reducing work performance – not wanting to work - being dissatisfied (1) lowering self-confidence/self esteem (1) as emotional effect(1) max 3	3 marks

Total 9 marks

Q	Accept	Mark
22 (a)	Reference to any three of the benefits below: know where you are going (1) saving time (1) save money – not waste fuel (1) help plan deliveries in logical order, more reliable delivery time (1) Health and Safety not reading the map (1) accuracy of information (1) max 3	3 marks

Q	Accept	Mark
22 (b)	<p>Reference to any three benefits of smartphones in the world of work including:</p> <ul style="list-style-type: none"> offer of computer functions on the phone (1) providing internet access (1) access to e-mails for business communications (1) GPS navigation application for location of businesses (1) Camera - video facilities to send digital images (1) business related applications (1) <p style="text-align: right;">max 3</p>	3 marks

Q	Accept	Mark
22 (c)	<p>Reference to any three benefits of Bluetooth in the world of work including:</p> <ul style="list-style-type: none"> linking of electronic devices (1) to share files - data eg from PC to phone (1) exchanging data over short distances securely if in non discoverable mode (1) providing hands free access to mobile phones (1) <p style="text-align: right;">max 3</p>	3 marks

Total 9 marks

Q	Accept	Mark
23	<p>Methods for staff development and improving business performance include:</p> <p>Training, appraisal schemes, promotions, side - stepping, mentoring, shadowing and the use of incentives.</p> <p>Likely points are:</p> <p>Training - can take many different forms - advantages if focused and specific to role reduces mistakes - improves work standards may bring individuals with similar job roles together may improve individuals qualifications develops knowledge, understanding and skills disadvantages - takes people away from their work maybe raises expectations which may not be met disaffected individuals may influence views of other trainees</p> <p>Appraisal schemes – advantages - help individuals understand their roles gain clear picture of work performance talk through development needs with a senior colleague set up monitoring of work set appropriate targets to motivate individuals maybe linked to rewards – incentives - promotion disadvantages – may have disagreements over performance - targets - set up to fail maybe raises expectations which may not be met</p>	15 marks

	<p>individual may find it difficult to talk openly to a senior colleague - anxiety promoting</p> <p>Promotions – advantages - motivational for many workers is a new challenge - stimulates the individual concerned gives a sense of achievement AW - rewarded through higher pay- improved conditions disadvantages - more expectation – out of comfort zone may increase pressure on the individual considerably eg longer hours if within same organisation - may change relationships with colleagues if in different organisation – may feel have to prove themselves - out of depth may not be seeking advancement</p> <p>Side – stepping – advantages - motivational - fresh opportunity to learn - leave mistakes behind develop different knowledge - skill set not increasing expectation on the individual beyond the existing level chance to form new relationships disadvantages - may feel uncomfortable in new role miss existing relationships no additional pay or improved conditions</p> <p>Mentoring – advantages - provides help and guidance from experienced worker reduces mistakes – improves work standards helps raise confidence of individual disadvantages - not all workers respond positively to advice - relationship issues may feel being judged - not valued by the mentor may prefer to learn from own mistakes</p> <p>Work shadowing – advantages - provides work based learning opportunity without making mistakes - without pressure of having to perform task less formal way to learn disadvantages - not offering hands on experience may prefer more formal learning situation only learning what is seen, not necessarily rationale for method - alternative approaches</p> <p>Using incentives - advantages – increases motivation - work harder to achieve AW individual has some control over effort to be made sense of achievement AW if successful disadvantages - may not be motivated by incentives - dislike working in incentive led organisation lose confidence if incentives not gained have reduced self-esteem</p>	
--	---	--

Mark Ranges	
0 marks	No response worthy of credit.
1 - 5 marks	Answers may cover 1 - 3 named mechanisms. Responses may be vague and repetitive with generally advantage points only being made, these being stated and not developed. There will be errors in spelling, punctuation and grammar. Students who deploy appropriate knowledge and understanding and display higher QWC skills should be rewarded at the top of the mark band. Conversely, those who display some confusion and weakness in QWC supporting knowledge and understanding should be placed at the bottom end of the mark band.
6 - 10 marks	Answers are more detailed covering 3 - 4 named mechanisms. Points made with some clarity and developed covering mainly advantages but at least one disadvantage for each mechanism. Answers will be organised but lack precision. There may be errors in spelling, punctuation and grammar. Students who deploy appropriate knowledge and understanding and display higher QWC skills should be rewarded at the top of the mark band. Conversely, those who display some confusion and weakness in QWC supporting knowledge and understanding should be placed at the bottom end of the mark band.
11 - 15 marks	Answers are detailed and well - reasoned, covering four named mechanisms with reasoned points balancing both advantages and disadvantages. There will be good spelling, punctuation and grammar. Students who deploy appropriate knowledge and understanding and display higher QWC skills should be rewarded at the top of the mark band. Conversely, those who display some confusion and weakness in QWC supporting knowledge and understanding should be placed at the bottom end of the mark band.

Total 15 marks

Paper total 100 marks

ASSESSMENT GRID LEVEL

Level 1 / 2 Certificate in Preparation for Working Life

Questions	AO1	AO2	AO3
1 - 2	2		
3		1	
4 - 5	2		
6 - 7		2	
8			1
9		1	
10	1		
11		2	1
12		2	
13		3	
14	2	2	
15	2		
16		2	
17		2	2
18	3	3	3
19		8	8
20	4	4	4
21	6		3
22	3	3	3
23	5	5	5
Total	30	40	30
Percentage	30	40	30

Surname		Other Names	
Centre Number			Candidate Number
Candidate Signature			

For Examiner's Use



**AQA Level 1/2 Certificate
Specimen Paper**

Examiners Initials	
Question	Mark
1	
2	
3	
TOTAL	

Preparation for Working Life 4801/2

Written Paper 2

Specimen Paper

You will need no other materials.

Time allowed

- 1 hour and 15 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 or on blank pages 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 50.
 - The marks for questions are shown in brackets.
- You are reminded of the need for good English and clear presentation in your answers. Quality of written communication will be assessed in question 2d.

Answer the questions in the spaces provided.

- 1 Job vacancies are advertised in newspapers and magazines.
Identify **three** other ways how job vacancies can be advertised.

1.....
.....
2.....
.....
3.....
.....

(3 marks)

3

- 2 The Earlham Times newspaper has the following advertisement.

Trainee ICT Technician
Enthusiastic Trainee required for full time post.
Starting salary subject to experience/qualifications.
Apply in writing together with a CV to;
Evans Brothers
Manor Road Works
Manor Road
Earlham EZIZ 3XY
Tel: 01242 356695

- 2(a) Briefly explain how a referee would support your application for this job.

.....
.....
.....

(2 marks)

2(b)(i) What should you do before naming people as referees?

.....
.....

(1 mark)

2(b)(ii) Briefly explain why each of these people would be a suitable referee.

1. Your school form tutor

.....
.....
.....

(2 marks)

2. The employer from your part-time job

.....
.....
.....

(2 marks)

2(c) You must now write a suitable letter of application for the job that has been advertised.

List **five** points to include in a letter of application for the job in the advert.

An example has been done for you.

- 1 Sign the letter.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....

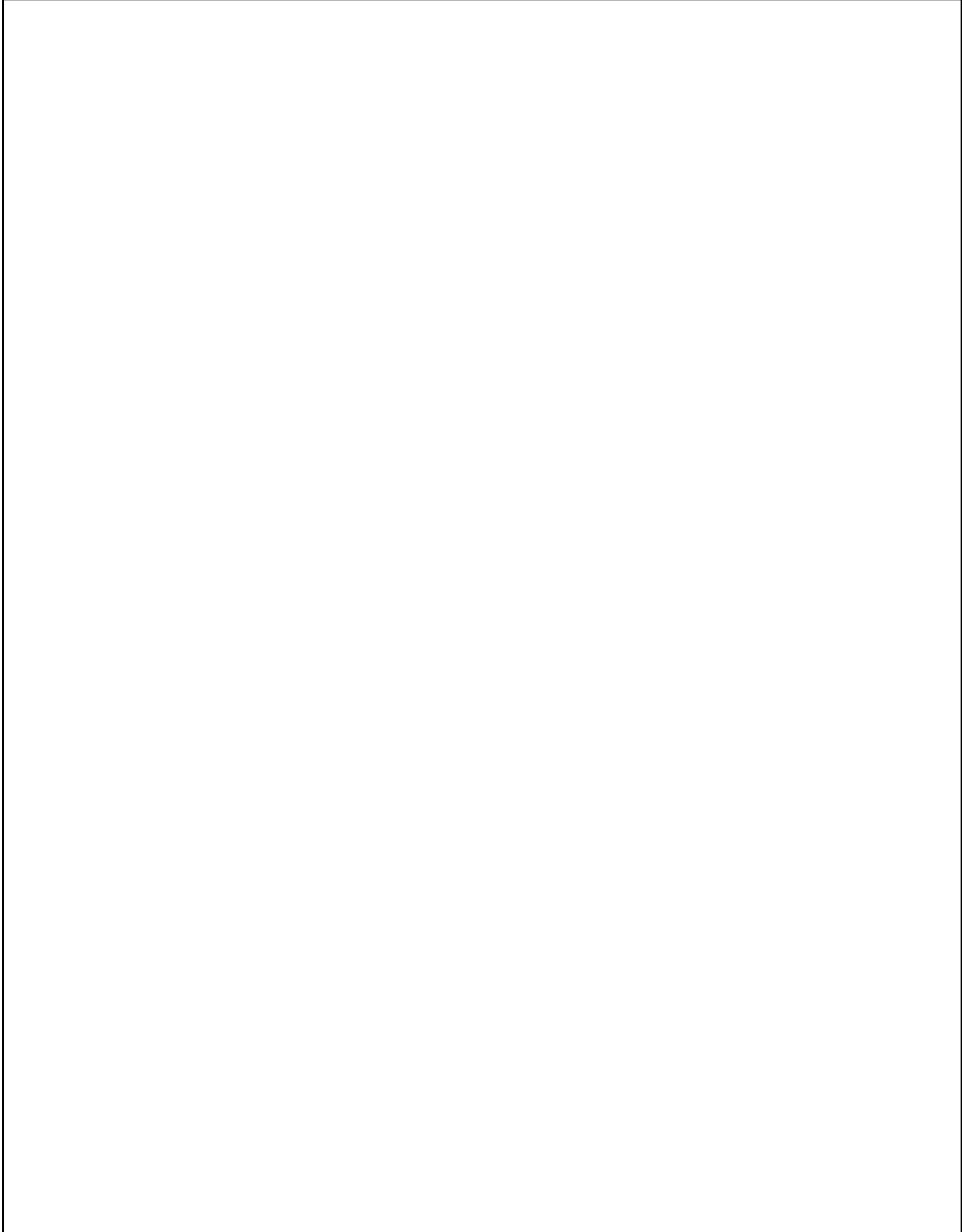
(5 marks)

Space for notes / ideas to include in the letter. **This will not be marked**

2(d) In the space provided write a letter of application for the job that has been advertised.

Use the points from 2(c) to help you write your letter.

You should check the advertisement carefully before beginning the letter.



(15 marks)

27

Dotted lines for writing.

(20 marks)

END OF QUESTIONS

20



**Level 1 / 2 Certificate in
Preparation for Working Life**

Specimen Paper 2

Mark Scheme

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It must be stressed that a mark scheme is a working document, in many cases further developed and expanded on the basis of students' reactions to a particular paper. Assumptions about future mark schemes on the basis of one year's document should be avoided; whilst the guiding principles of assessment remain constant, details will change, depending on the content of a particular examination paper.

Further copies of this Mark Scheme are available to download from the AQA Website:
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Level 1/2 Certificate Preparation for Working Life

Specimen Paper 2 Mark Scheme

Quality of written communication

The quality of written communication is assessed where students are required to produce extended written material. Students will be assessed according to their ability to:

- select and use a form and style of writing appropriate to purpose and complex subject matter
- organise relevant information clearly and coherently, using specialist vocabulary when appropriate
- ensure that text is legible and that spelling, grammar and punctuation are accurate, so that the meaning is clear.

General points

- A forward slash (/) separates alternatives of the same marking point.
- AW indicates alternative wording of the point is acceptable.
- Please read carefully where to 'ignore' i.e. read through to the next point.
- 'NOT' means do not award the mark
- Please look out for answers which repeat points already awarded.

Q	Accept	Mark
1	Any 3 of – On the internet At a Job Centre (AW) On local radio On local TV At the cinema On company notice boards / shop windows max 3	3 marks

Total 3 marks

Q		
2a	Communicate with prospective employer (tell, write, telephone, email)	1 mark
	Reference to strengths / positive qualities (or an example)	1 mark

Q		
2bi	Ask their permission	1 mark

Q	Accept	Mark
2bii	<p>1 Your form tutor knows you well – over an extended period / aware of academic ability / aware of punctuality – attendance / ability to get on with others – social skills</p> <p style="text-align: right;">max 2</p> <p>2 Knows you in the working environment / teamwork skills / reliability / ability to relate to customers – work colleagues – people of different ages – backgrounds</p> <p style="text-align: right;">max 2</p> <p>Some alternatives are relevant to both referees; do not reward obvious repetition</p>	<p>2 marks</p> <p>2 marks</p>

Q	Accept	Mark
2c	<p>Your address</p> <p>Recipients address</p> <p>Include the date</p> <p>Have matched opening and closure</p> <p>Refer to enclosure of CV</p> <p>Indicate where vacancy was found</p> <p style="text-align: right;">max 5</p>	5 marks

Q	Accept	Mark
2d	<p>Format marks</p> <p>a Address 1</p> <p>b Address 2</p> <p>c Date</p> <p>d Matched salutation and valediction</p> <p>e Signature</p> <p style="text-align: right;">max 5</p>	5 marks
	<p>Content marks</p> <p>a Vacancy applied for</p> <p>b Mention of enclosed CV</p> <p>c Where vacancy was seen by applicant</p> <p>d Relevant supporting information (eg work experience, current status – ‘just completed my examinations’) (1 – 3 marks)</p> <p style="text-align: right;">max 6</p>	6 marks
	<p>QWC marks</p> <p>spelling</p> <p>grammar</p> <p>fluency</p> <p>vocabulary</p> <p>style fit for purpose</p> <p>This will be assessed on its accuracy, relevance and appropriateness (0 – 4) marks</p> <p style="text-align: right;">max 4</p>	4 marks

Total 27 marks

Q	Accept	Mark
3	<p>Likely points include consideration of different aspects of appearance / etiquette / body language / use of voice / preparing questions / preparing possible answers / technical terms to use / how to get to Manor Road / on time.</p> <p>Reasons for these aspects will explain how they will contribute positively to the application eg dressing smartly to impress the Human Resources manager and showing you are prepared to make the effort to succeed.</p> <p>Only sitting when invited in order to demonstrate politeness.</p> <p>Talking clearly and sufficiently loudly without shouting to show confidence.</p> <p>Mark Ranges</p> <p>0 marks – No work worthy of credit</p> <p>1 – 5 marks</p> <p>The student demonstrates very limited knowledge and understanding of appropriate preparation / technique for interview. Answers are vague and repetitive with very few relevant illustrative examples given and justification minimal or absent.</p> <p>6 – 10 marks</p> <p>The student expresses limited knowledge and understanding of appropriate preparation / technique for interview. Answers are organised but lack precision. Some relevant illustrative examples are provided; justification of points is present but limited.</p> <p>11 – 15 marks</p> <p>The student expresses a good range of knowledge and understanding of appropriate interview preparation / technique. Relevant illustrative examples are provided for many of the points made; justification of points is reasonably thorough and appropriate.</p> <p>16 – 20 marks</p> <p>The student demonstrates a wide range of knowledge and understanding of interview preparation / technique. Relevant illustrative examples are provided for all points made; justification is detailed and sophisticated in its reasoning.</p>	20 marks

Total 20 marks

Paper total 50 marks