



Level 1 & Level 2 Certificate

**Preparation for Working Life
3800**

3800/W Written

Mark Scheme

2007 examination - June series

Mark schemes are prepared by the Principal Examiner and considered, together with the relevant questions, by a panel of subject teachers. This mark scheme includes any amendments made at the standardisation meeting attended by all examiners and is the scheme which was used by them in this examination. The standardisation meeting ensures that the mark scheme covers the candidates' responses to questions and that every examiner understands and applies it in the same correct way. As preparation for the standardisation meeting each examiner analyses a number of candidates' scripts: alternative answers not already covered by the mark scheme are discussed at the meeting and legislated for. If, after this meeting, examiners encounter unusual answers which have not been discussed at the meeting they are required to refer these to the Principal Examiner.

It must be stressed that a mark scheme is a working document, in many cases further developed and expanded on the basis of candidates' 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.

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Section A

Q	Accept	Item No:	Mark
1	Employees	A	1

Q	Accept	Item No:	Mark
2	Pay As You Earn	C	1

Q	Accept	Item No:	Mark
3	Fibre	B	1

Q	Accept	Item No:	Mark
4	Envy	A	1

Q	Accept	Item No:	Mark
5	Corrosive Substance	B	1

Q	Accept	Item No:	Mark
6	Referee	B	1

Q	Accept	Item No:	Mark
7	Adoption	A	1

Q	Accept	Item No:	Mark
8	The back is straight	D	1

Q	Accept	Item No:	Mark
9	All people in the workplace	B	1

Q	Accept	Item No:	Mark
10	A bonus payment	D	1

Section B

Q	Accept	Mark
11	Voluntary/volunteer Allow 'phonetic' spellings	1 mark

Q	Accept	Mark
12	Treated unfairly/differently or example but <u>not</u> bullying	1 mark

Q	Accept	Mark
13	Leaving work form (1) Not P60 idea. Shows earnings/tax/NI paid/deductions (1) Not – name/address/work number	2 marks

Q	Accept	Mark
14	Circulation Allow 'phonetic' spellings	1 mark

Q	Accept	Mark
15	Microbes/Bacteria/Named organism (1)/can transfer to cooked meat/contamination/spread (1)/cause illness/food poisoning/named illness (1) (any 2 from 3)	2 marks

Q	Accept	Mark
16 (a)	£208 / Two hundred and eight pounds	1 mark

Q	Accept	Mark
16 (b) (i)	Income Tax/NI – National Insurance Not: Tax	1 mark
16 (b) (ii)	Any one of – superannuation/ pension/ alimony /divorce payment /charity – or e.g. payment/union subscription/health insurance/Company car/holiday scheme/sports scheme examples/company share	1 mark

Q	Accept	Mark
17	Any 2 of: keep staff records/organise training/appraisal schemes/deal with staff issues – complaints/conditions of service/recruitment A W Not Health & Safety/or salaries or wages	2 marks

Q	Accept	Mark
18	Any 2 of: serious – deep cut/arterial blood/blood rich in oxygen/under pressure	2 marks

Q	Accept	Mark
19	CAM or Computer Aided Manufacture	1 mark

Q	Accept	Mark
20 (a)	Any one of: faster work/reduces costs/more efficient/more accurate/reliable/clearer Ignore easier/convenient	1 mark
20 (b)	Any one of: less jobs/can 'crash' – lose information – not reliable/open to misuse or example/ can be 'hacked' A W/eye strain	1 mark

Q	Accept	Mark
21	Ref to Suzie having: more tax free allowance (1)/pays less tax (1)/increases <u>net</u> /take home pay (1) (any 2 from 3) Mark first <u>2</u> points only. Ignore – more pay	2 marks

Mark

Q	Accept	Mark
22	Ref to: Marriage guidance/relationship problems	1 mark

Section C

Q	* Must have hazard mark to access risk mark *	
23	Hazards	Risks
	Ball on zebra crossing/child chasing ball into road/child not looking at road (1 mark)	Collision with car A W (1 mark)
	Man carrying box can't see where he's going (1 mark)	May fall/trip (1 mark)
	Overflowing waste bin Unemptied bin (1 mark)	Attract flies/vermin (near cafe' - food) Allow baby may get access ideas/spread germs A W (1 mark)
	Trailing Wire (1 mark)	Causes Fall (1 mark)
	Ladder resting <u>against window</u> (1 mark)	Ladder break window causing person to fall (1 mark)
	Frayed electric cable (1 mark)	Cause electric shock if touched Not fire/explosion (1 mark)
	Lady cycling not looking /dog in way (1 mark)	Collision/fall (1 mark)
	Dog not on a lead (1 mark)	Could cause accident/attack someone (1 mark)
	Mark only first 6 attempts.	

Q	Accept	Mark
24	Flow diagram	
(a)	Box A – (fill in) an application form/write application/C.V./shortlisting A W (1 mark)	
	Box B – job offer/selected/given contract/induction - trial (1 mark)	2 marks

Q	Accept	Mark
24 (b)	Any 3 of: Wasim sitting with straight stance /nodding appropriately/smiling appropriately/ leaning slightly forward/paying attention – showing interest/not fidgeting – sitting still/using hands appropriately/ make eye contact /shake hands Not verbal skills – talking Ignore dress code/acting confidently	3 marks

Q	Accept	Mark
24 (c)	Ref to: Wasim finding out about the job/preparing questions – or example of a question/thinking about answers to questions he may be asked/working out route/transport to interview/checking details of interview – time- place – content/preparing suitable clothing or appearance/practice interview/take relevant documents or e.g. – RoAs – Progress files Ignore – go to toilet before leaving home!	4 marks

Q	Accept	Mark
25 (a)	Having lots of friends: Adrian will benefit socially (1) feel happy/good (1) gain confidence (1) self concept – esteem (1) emotionally (1) feel supported/not lonely (1) feel respected (1)	3 marks

Q	Accept	Mark
25 (b)	Playing five a side football: Adrian will benefit physically (1) gaining exercise (1) ref to less risk weight gain (1) heart disease (1) social benefit making – maintaining friendships/meet people (1) keep fit (1) reduces stress (1) <u>emotional</u> effect (1) 'clears mind' A W (1) intellectual/mental effect (1) Ignore 'healthy'	3 marks

Q	Accept	Mark
25 (c)	Drinking 40 units of alcohol a week: physical effects (1) addiction A W (1) liver damage (1) brain – nerve damage (1) heart disease (1) weight gain (1) Allow cost ideas (1)	3 marks

Q	Accept	Mark
26 (a)	Any 3 of: DVDs/holidays/car/ designer clothes/social activities with friends/examples of 'wants' jewellery/make up Not needs	3 marks

Q	Accept	Mark
26 (b) (i)	Debit card easier to control spending/prevents overspending – debt idea/money taken from account instantly/no interest charges – cheaper in long run	1 mark
26 (b) (ii)	Period of credit before payment/may have 'bonus' scheme for use/loyalty scheme/insurance cover	1 mark

Q	Accept	Mark
26 (c)	Ref to: raised self concept – esteem (1) raised confidence – self confidence (1) 'feel happy'/good (1) sense of achievement – pride (1) (improve) <u>emotional</u> health (1)	4 marks

Q	Accept	Mark
27 (a) (i)	Losing a job/ (1 mark) Any 1 of: job not required/ with pay off/may be voluntary/forced (<u>not</u> sacked/fired) (1 mark)	2 marks

Q	Accept	Mark
27 (a) (ii)	Sources of support – Connexions/Benefits Agency/Job Centres/Job Clubs/Citizens Advice/Dole/Trade Union Not Government	2 marks

Q	Accept	Mark
27 (b)	Unexpected life events: serious illness/accidents/disability/large win or similar Not: death (at any stage) but bereavement A W (death of another is O.K) Divorce/miscarriage	2 marks

28	<p>Ref to Belinda: <u>training</u>/both on the job/courses/day release/job <u>shadowing</u> – more experienced worker. <u>Mentoring</u> – from line manager – boss – more experienced worker <u>appraising</u> her performance – including target setting – <u>monitoring</u> and supervision – advising her about performance – providing <u>incentives</u> for performance – examples – cash benefits, extra holidays, gifts.</p> <p>Band 1 1-3 marks: Generally vague responses probably based on training and little else (For 3 marks must have at least two ideas described)</p> <p>Band 2 4-6 marks: More detailed responses covering 2 or more areas with some clarity of explanation (For 5/6 marks must have ideas relating to both skills and/or performance/and/or how successful).</p> <p>Band 3 7-9 marks: Very detailed answers covering 3 or more areas in very clear detail (For 8/9 marks should cover most of the points detailed (at least six)). Covering skills/performance and how successful.</p>	
	Total 9 marks	

Paper Total: 84 marks