

Surname		Other Names	
Centre Number		Candidate Number	
Candidate Signature			

For Examiner's Use
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Level 1/Level 2 Certificate  
June 2007



**CERTIFICATE IN PREPARATION  
FOR WORKING LIFE**

**3800/W**

Tuesday 15 May 2007 9.00 am to 10.30 am

You will need no other materials.
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Time allowed: 1 hour 30 minutes

**Instructions**

- Use blue or black ink or ball-point pen.
- Fill in the boxes at the top of this page.
- Answer **all** questions.
- If you need extra paper, use the additional sheets at the back of the question paper.
- 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 84.
- The marks for questions are shown in brackets.

For Examiner's Use			
Question	Mark	Question	Mark
1-10		25	
11-22		26	
23		27	
24		28	
Total (Column 1) →			
Total (Column 2) →			
TOTAL			
Examiner's Initials			



**SECTION A**

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

1 Workers in a company are called ...

<b>A</b>	employees.
<b>B</b>	employers.
<b>C</b>	representatives.
<b>D</b>	contractors.

*(1 mark)*

2 PAYE stands for ...

<b>A</b>	Please Assess Yearly Earnings.
<b>B</b>	Please Ask Your Employer.
<b>C</b>	Pay As You Earn.
<b>D</b>	Pay Annual Yearly Earnings.

*(1 mark)*

3 Vegetables contain lots of ...

<b>A</b>	fat.
<b>B</b>	fibre.
<b>C</b>	protein.
<b>D</b>	salt.

*(1 mark)*





6 The person who writes in support of someone else's job application is ...

<b>A</b>	a work inspector.
<b>B</b>	a referee.
<b>C</b>	a trade union representative.
<b>D</b>	an assistant.

(1 mark)

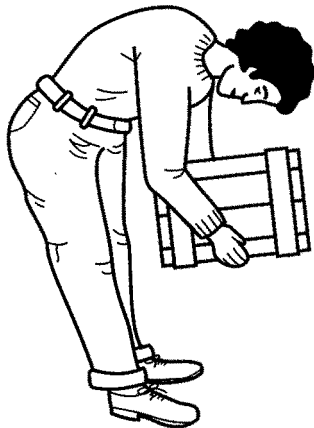
7 A young couple become the permanent legal parents of a child who is not their own. This is best described as ...

<b>A</b>	adoption.
<b>B</b>	fostering.
<b>C</b>	baby sitting.
<b>D</b>	caring.

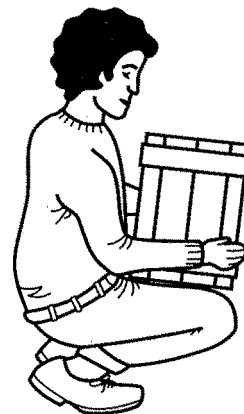
(1 mark)

8 The diagrams show two ways of lifting a heavy box.

**A**



**B**



**B** is better than **A** because ...

<b>A</b>	it is easier to grip the box.
<b>B</b>	less muscles are used.
<b>C</b>	the arms are bent.
<b>D</b>	the back is straight.

(1 mark)



9 The Health and Safety at Work Act protects ...

<b>A</b>	only workers in the workplace.
<b>B</b>	all people in the workplace.
<b>C</b>	only visitors to the workplace.
<b>D</b>	all machinery in the workplace.

(1 mark)

10 A payment added to basic earnings as a result of good performance is called ...

<b>A</b>	piece work.
<b>B</b>	commission.
<b>C</b>	a salary payment.
<b>D</b>	a bonus payment.

(1 mark)

<b>10</b>

**Turn over for the next question**



**SECTION B**

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

- 11** Freddie works for a charity as a fund raiser. He is not paid for his work.  
What name is given to this type of work?

.....  
*(1 mark)*

- 12** Dawn is discriminated against at work.  
Explain what this means.

.....  
.....  
.....  
*(1 mark)*

- 13** What is a P45 and what does it show?

.....  
.....  
.....  
*(2 marks)*

- 14** ABC checks are part of first aid.  
What does the letter C stand for?

.....  
*(1 mark)*



15 The sign below is seen in a restaurant kitchen.

KEEP KNIVES FOR RAW MEAT  
SEPARATE FROM KNIVES  
FOR COOKED MEAT

Explain why it is important for workers to follow this instruction.

.....

.....

*(2 marks)*

16 Nat's net pay is £160. His deductions are £48.

(a) What is Nat's gross pay?

.....

*(1 mark)*

(b) (i) Name **one** compulsory deduction from Nat's pay.

.....

*(1 mark)*

(ii) Suggest **one** voluntary deduction Nat may pay.

.....

*(1 mark)*

17 Give **two** roles of personnel (Human Resources) departments.

1 .....

2 .....

*(2 marks)*



18 Adam cuts his arm. Blood spurts out and is a bright red colour.  
What does this indicate?

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

*(2 marks)*

19 Cars are built mainly by automated machines. What name is given to this type of production?

.....

*(1 mark)*

20 (a) Give **one** advantage of using ICT in the workplace.

.....  
.....

*(1 mark)*

(b) Give **one** disadvantage of using ICT in the workplace.

.....  
.....

*(1 mark)*

21 Suzie's tax code increases from 325 to 350. Explain what this means for Suzie's pay.

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

*(2 marks)*

22 What is the main role of Relate?

.....

*(1 mark)*





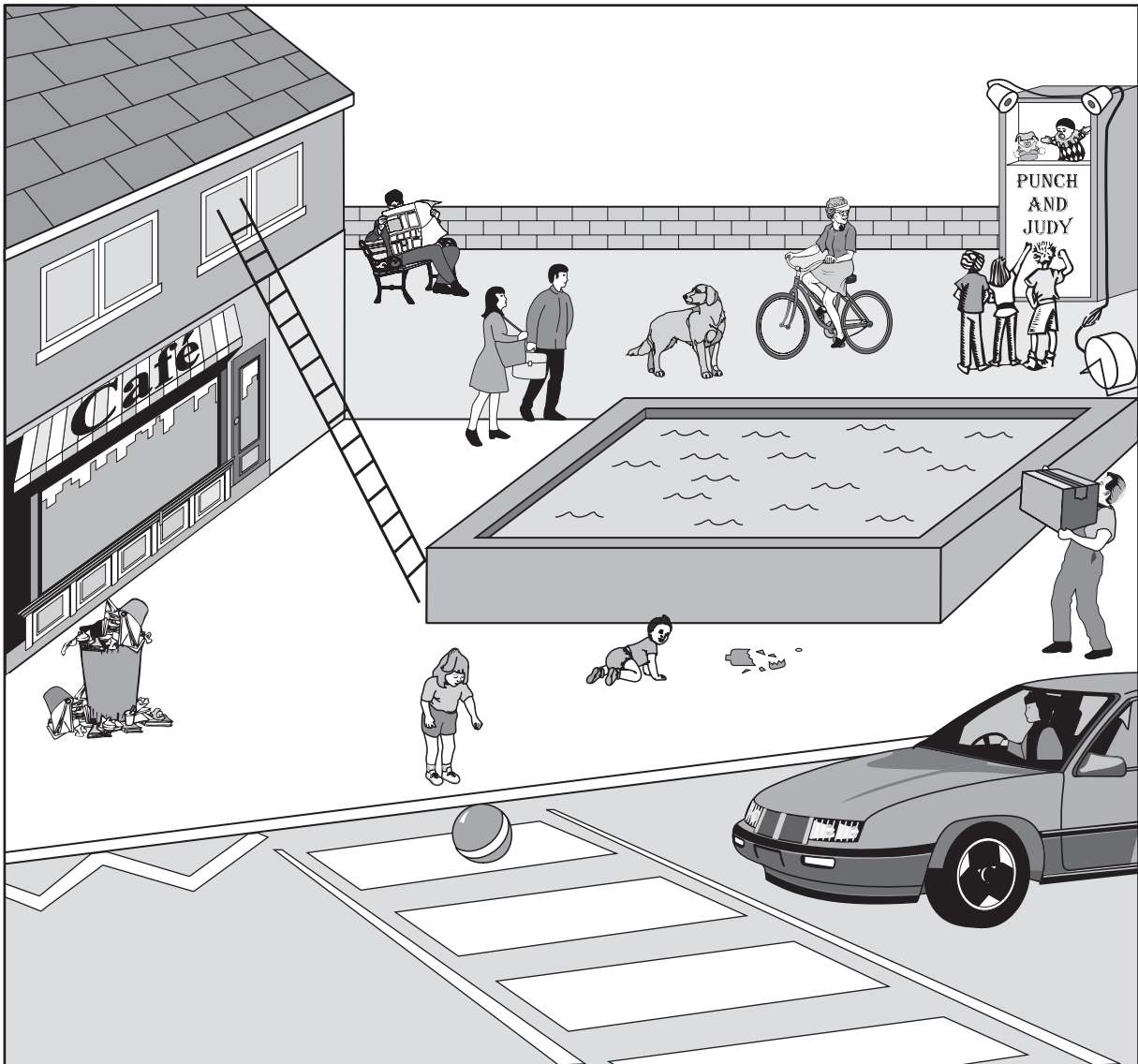
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**SECTION C**

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

- 23 The picture shows some hazards to health and safety. Describe **six** different hazards and explain why each is a risk. One has been done to help you.



**Example:**

Hazard ..... broken bottle on pavement .....

Risk ..... baby may be cut .....

.....



Hazard 1: .....

Risk 1: .....

.....

Hazard 2: .....

Risk 2: .....

.....

Hazard 3: .....

Risk 3: .....

.....

Hazard 4: .....

Risk 4: .....

.....

Hazard 5: .....

Risk 5: .....

.....

Hazard 6: .....

Risk 6: .....

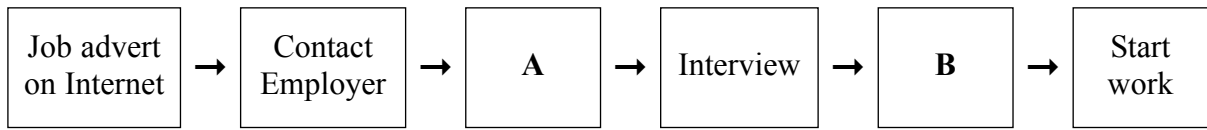
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*(12 marks)*

12



24 The flow diagram shows the process of getting a job.



(a) Suggest what stages are missing in boxes **A** and **B**.

Box **A** .....

Box **B** .....

*(2 marks)*

Wasim used good body language at a job interview.

(b) Suggest **three** examples of good body language Wasim may have used.

1 .....

2 .....

3 .....

*(3 marks)*

Wasim was well prepared for this interview.

(c) Explain how Wasim may have prepared well.

.....

.....

.....

.....

.....

*(4 marks)*



- 25
- Adrian has lots of friends.
  - They enjoy playing five a side football and going to the pub.
  - Adrian drinks over 40 units of alcohol each week.
  - The recommended limit is 28 units per week.

Explain how Adrian may be affected by:

(a) having lots of friends

.....

.....

.....

.....

.....

*(3 marks)*

(b) playing five-a-side football

.....

.....

.....

.....

.....

*(3 marks)*

(c) drinking 40 units of alcohol each week.

.....

.....

.....

.....

.....

*(3 marks)*

9



26 Tanya has just been promoted at work. Her salary has increased. Tanya decides to get a credit card for non-essential spending.

(a) Suggest **three different** examples of non-essential spending Tanya may use her credit card to buy.

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

(3 marks)

(b) (i) Give **one** reason why a debit card may be better than a credit card for Tanya.

.....

.....

(1 mark)

(ii) Give **one** reason why a credit card may be better than a debit card for Tanya.

.....

.....

(1 mark)

(c) Explain how Tanya’s promotion and higher salary may affect her self-concept.

.....

.....

.....

.....

(4 marks)

9
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27 (a) Alma has been made redundant.

(i) Explain what is meant by ‘made redundant’.

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

(2 marks)

(ii) Alma’s family and friends support her.  
Suggest **two** other sources of support for Alma now she is redundant.

1 .....

2 .....

(2 marks)

(b) Redundancy is an unexpected life event.  
Give **two** other unexpected life events.

1 .....

2 .....

(2 marks)

6

**Turn over for the next question**









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