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| Surname | | Other Names | |
| Centre Number | | Candidate Number | |
| Candidate Signature | | | |

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| For Examiner's Use |
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Level 1/Level 2 Certificate
June 2009



**CERTIFICATE IN PREPARATION
FOR WORKING LIFE
Written Paper**

4800/W

Tuesday 12 May 2009 9.00 am to 10.30 am

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|---|
| <p>You will need no other materials. You may use a calculator.</p> |
|---|

Time allowed: 1 hour 30 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.
- 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 80.
- The marks for questions are shown in brackets.

| For Examiner's Use | | | |
|---------------------|------|----------|------|
| Question | Mark | Question | Mark |
| 1-10 | | 23 | |
| 11-20 | | 24 | |
| 21 | | 25 | |
| 22 | | 26 | |
| Total (Column 1) | | → | |
| Total (Column 2) | | → | |
| TOTAL | | | |
| Examiner's Initials | | | |



J U N O 9 4 8 0 0 W 0 1

SECTION A

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

1 Employees in a company are the ...

| | |
|----------|------------------|
| A | bosses. |
| B | workers. |
| C | representatives. |
| D | inspectors. |

(1 mark)

2 In the DRABC of first aid, the letter B stands for ...

| | |
|----------|------------|
| A | best. |
| B | body. |
| C | breathing. |
| D | bathing. |

(1 mark)

3 A bonus is best described as ...

| | |
|----------|---------------------------------|
| A | extra money paid for good work. |
| B | pay for hours worked. |
| C | commission earnings. |
| D | PAYE monies. |

(1 mark)



4 For growth and repair of the body a person must eat ...

| | |
|----------|----------------|
| A | carbohydrates. |
| B | minerals. |
| C | proteins. |
| D | vitamins. |

(1 mark)

5 Alan gets advice and support in his job from a more experienced worker. This is an example of ...

| | |
|----------|----------------|
| A | appraisal. |
| B | side-stepping. |
| C | shadowing. |
| D | mentoring. |

(1 mark)

6 Ayesha's payslip shows deductions for superannuation. These deductions are for ...

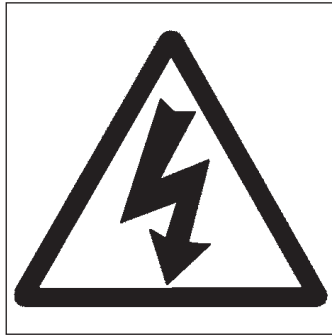
| | |
|----------|----------------------------|
| A | National Insurance. |
| B | pension benefits. |
| C | income tax. |
| D | trade union subscriptions. |

(1 mark)

Turn over ►



7 The sign below is seen in the workplace.



This sign means danger of ...

| | |
|----------|---------------------------|
| A | high voltage electricity. |
| B | lightning strikes. |
| C | toxic chemicals below. |
| D | slippy walkway. |

(1 mark)

8 Matt's workplace uses CAD. This means ...

| | |
|----------|-------------------------------|
| A | Communication Across Designs. |
| B | Communication Aided Devices. |
| C | Computer Added Development. |
| D | Computer Aided Design. |

(1 mark)



9

Girl 1



I've passed my
Preparation for Working Life
examination. It's great.

Girl 2



Me too - let's celebrate!

The emotion the girls are showing is ...

| | |
|----------|------------|
| A | envy. |
| B | kindness. |
| C | happiness. |
| D | sympathy. |

(1 mark)

10 Which one of the following is an expected life event?

| | |
|----------|---------------|
| A | redundancy |
| B | starting work |
| C | bereavement |
| D | divorce |

(1 mark)

| |
|----|
| 10 |
|----|

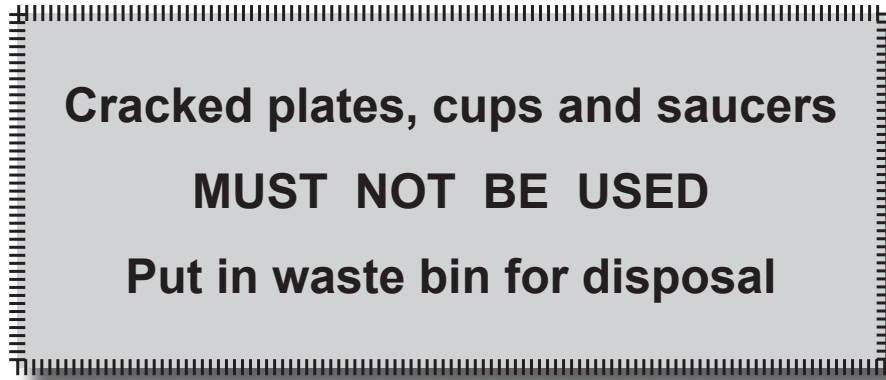
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SECTION B

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

11 The sign below is seen in the kitchen of a café.



Explain why it is important that workers follow this instruction.

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

(2 marks)

12 Maurice is suffering from stress.

12 (a) Give **one** symptom of stress Maurice is likely to have.

.....

(1 mark)

12 (b) Suggest **one** way how Maurice’s stress may be treated.

.....

.....

(1 mark)



13 Janice’s net pay is £941 per month. She pays £87 National Insurance and £138 Income Tax. What is Janice’s gross pay each month?

.....
(1 mark)

14 What do the letters PAYE stand for?

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

15 Ali wants to use good body language at a job interview. Give **three** different ways how he can do this.

1

.....

2

.....

3

.....
(3 marks)

16 Dawn does not enjoy her job even though she works with lots of friends. Which **two** aspects of Dawn’s health are being affected?

1

2

(2 marks)

Turn over ►



17 Jack feels that some of his fellow workers are prejudiced against him. Explain what this means.

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

(2 marks)

18 A new factory is being opened in Warford.

18 (a) Give **one** advantage of having a new factory in the area.

.....
.....

(1 mark)

18 (b) Give **one** possible disadvantage of having a new factory in the area.

.....
.....

(1 mark)

19 Human Resources (Personnel) departments deal with the recruitment of new staff. Give **two** different roles of Human Resources (Personnel) departments.

1

.....

2

.....

(2 marks)



20 What is a P60 and what does it show?

.....

.....

.....

.....

(3 marks)

| |
|-----------|
| |
| 20 |

Turn over for Section C

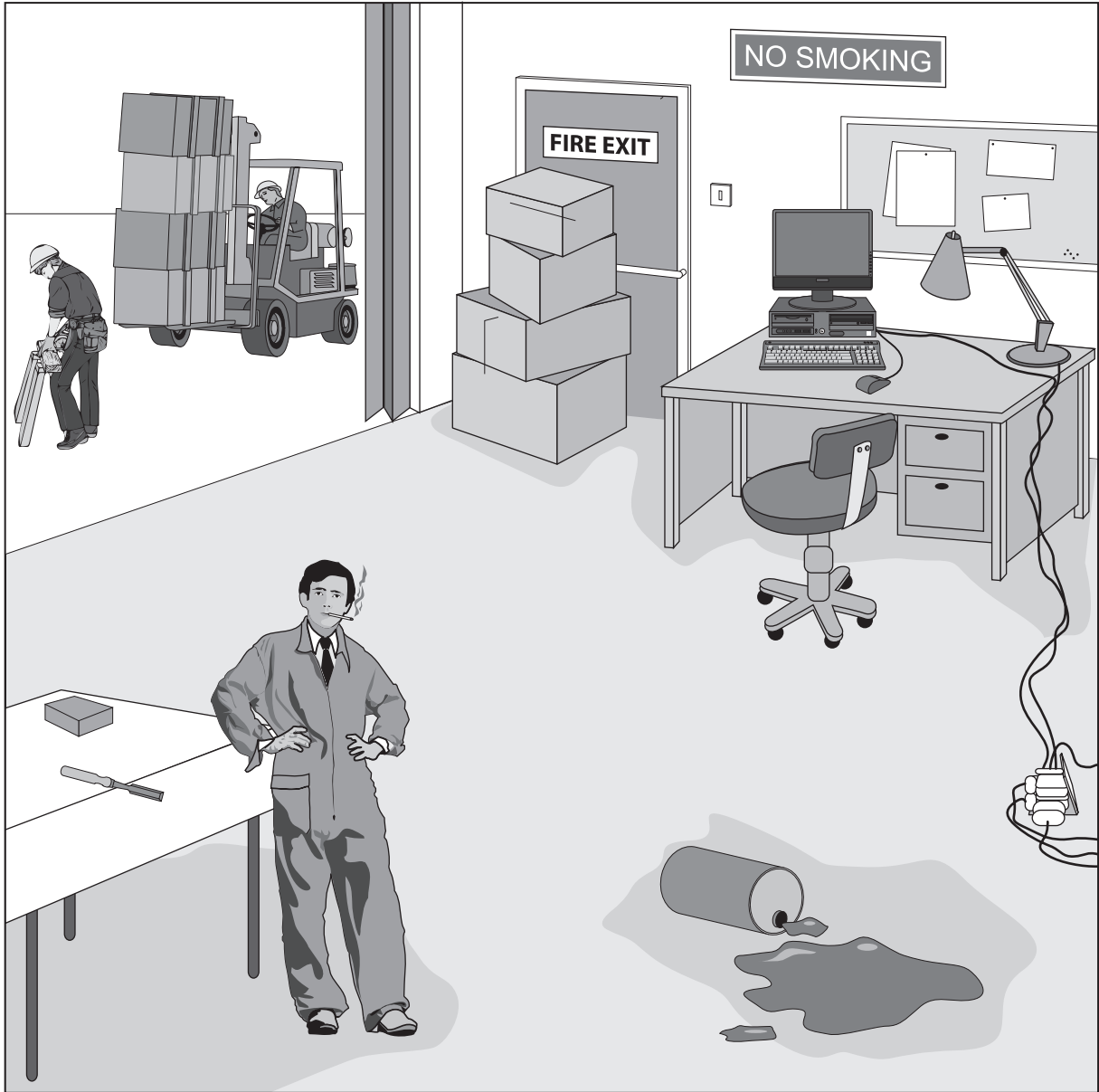
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SECTION C

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

- 21** The picture shows some different hazards which cause risks to health and safety. Identify **six** different hazards and explain why each is a risk. One has been done to help you.



Example:

Hazard *Overloaded plug socket*

Risk *May cause a fire*

.....



Hazard 1

Risk

.....

Hazard 2

Risk

.....

Hazard 3

Risk

.....

Hazard 4

Risk

.....

Hazard 5

Risk

.....

Hazard 6

Risk

.....

(12 marks)

| |
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| |
| 12 |

Turn over ▶



22 Angela and Majid are organising a day trip to the seaside for some elderly people in their community. They have to produce a basic plan for the trip in order to get money from a local charity to pay for it. The plan must include transport arrangements.

22 (a) Suggest **two** different aspects of the trip the plan should also cover.

- 1
- 2
(2 marks)

22 (b) Angela and Majid need good planning skills. Give **two** different skills, attitudes or qualities Angela and Majid will need to make the trip successful.

- 1
-
- 2
-
(2 marks)

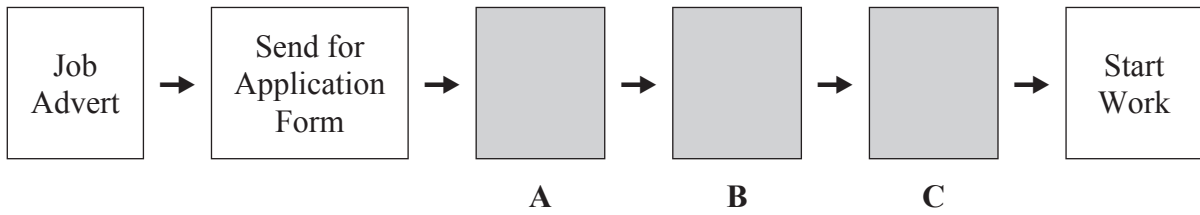
22 (c) Explain how Angela and Majid could evaluate the success of the day trip.

-
-
-
-
-
-
(3 marks)

7



23 The flow diagram shows part of a typical process for getting a job.



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

Box **A**

Box **B**

Box **C** *(3 marks)*

23 (b) Give **two** different ways how jobs may be advertised.

1

2 *(2 marks)*

Turn over for the next question

| |
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| 5 |

Turn over ▶



- 24
- Zoe has an interesting job.
 - She is careful always to eat a balanced diet and exercise regularly.
 - Zoe does however binge drink alcohol on Saturday nights.

Explain how Zoe may be affected by:

- 24 (a) having an interesting job,

.....

.....

.....

.....

.....

(3 marks)

- 24 (b) eating a balanced diet and exercising regularly,

.....

.....

.....

.....

.....

(3 marks)

- 24 (c) binge drinking alcohol on Saturday nights.

.....

.....

.....

.....

.....

(3 marks)

| |
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25 Age is one factor that can affect a person's self-concept.

25 (a) Give **five** other factors that can affect a person's self-concept.

- 1
- 2
- 3
- 4
- 5

(5 marks)

25 (b) Explain how a person's age may affect their self-concept.

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

(3 marks)

Turn over for the next question

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| 8 |

Turn over ▶



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ANSWER IN THE SPACES PROVIDED**



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