

Centre Number						Candidate Number				
Surname										
Other Names										
Candidate Signature										

For Examiner's Use	
Examiner's Initials	
Question	Mark
1–10	
11–20	
21	
22	
23	
24	
25	
26	
TOTAL	



Level 1/Level 2 Certificate  
June 2010

# Certificate in Preparation for Working Life

## 4800/W

Written Paper

Monday 17 May 2010 9.00 am to 10.30 am

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

### 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 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 80.
- The marks for questions are shown in brackets.



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

**Section A**

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

**1** The worker with overall responsibility for a business organisation is the ...

<b>A</b>	Sales Manager.
<b>B</b>	Sales Director.
<b>C</b>	Managing Director.
<b>D</b>	Transport Manager.

(1 mark)

**2** Net pay is best described as ...

<b>A</b>	earnings after stoppages.
<b>B</b>	earnings before stoppages.
<b>C</b>	commission payments.
<b>D</b>	bonus payments.

(1 mark)

**3** In the DRABC of first aid, the letter R stands for ...

<b>A</b>	Road.
<b>B</b>	Rights.
<b>C</b>	Respect.
<b>D</b>	Response.

(1 mark)

**4** Earning a fixed amount of money every month is best described as ...

<b>A</b>	a wage.
<b>B</b>	a salary.
<b>C</b>	piecework.
<b>D</b>	superannuation.

(1 mark)



5

**Dawn**

"I've just been given a big pay rise"

**Simon**

"Wish it had been me"

The emotion Simon is showing is ...

<b>A</b>	happiness.
<b>B</b>	envy.
<b>C</b>	joy.
<b>D</b>	surprise.

(1 mark)

6

The sign below is seen in the workplace.



This sign means danger of ...

<b>A</b>	flammable chemicals.
<b>B</b>	high voltage electricity.
<b>C</b>	toxic chemicals.
<b>D</b>	radiation.

(1 mark)

Turn over ►



7 Fats are needed in a balanced diet for ...

<b>A</b>	growth of muscles.
<b>B</b>	tissue repair.
<b>C</b>	energy and bone structure.
<b>D</b>	energy and heat insulation.

(1 mark)

8 Peter makes wedding cakes which he sells to a local shop. He is paid £40 for each cake. This is called ...

<b>A</b>	piecework.
<b>B</b>	PAYE.
<b>C</b>	voluntary work.
<b>D</b>	commission.

(1 mark)

9 The annual certificate showing a worker's pay and income tax is the ...

<b>A</b>	P45.
<b>B</b>	P60.
<b>C</b>	PAYE.
<b>D</b>	Rebate.

(1 mark)

10 A referee is a person who ...

<b>A</b>	represents a trade union.
<b>B</b>	looks after health and safety in the workplace.
<b>C</b>	deals with worker arguments.
<b>D</b>	supports a person's job application.

(1 mark)

10
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**Section B**

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

**11** Food on display in a cafe must be covered with cling film or kept in a glass cabinet.

Explain how this helps to protect customers.

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

*(3 marks)*

**12** Zoe’s tax code number has changed from 380 to 410.

**12 (a)** What is a tax code?

.....

*(1 mark)*

**12 (b)** How does the change of code affect Zoe’s net pay?

.....

*(1 mark)*

**13** Ali enjoys problem solving in his job. Which **two** of the following aspects of Ali’s health benefit from this?

<b>Physical</b>	<b>Intellectual</b>	<b>Emotional</b>	<b>Social</b>
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1 .....

2 .....

*(2 marks)*

**Turn over ►**



**14 (a)** Give **one** advantage of using e-mail for business.

.....

.....

(1 mark)

**14 (b)** Give **one** disadvantage of using e-mail for business.

.....

.....

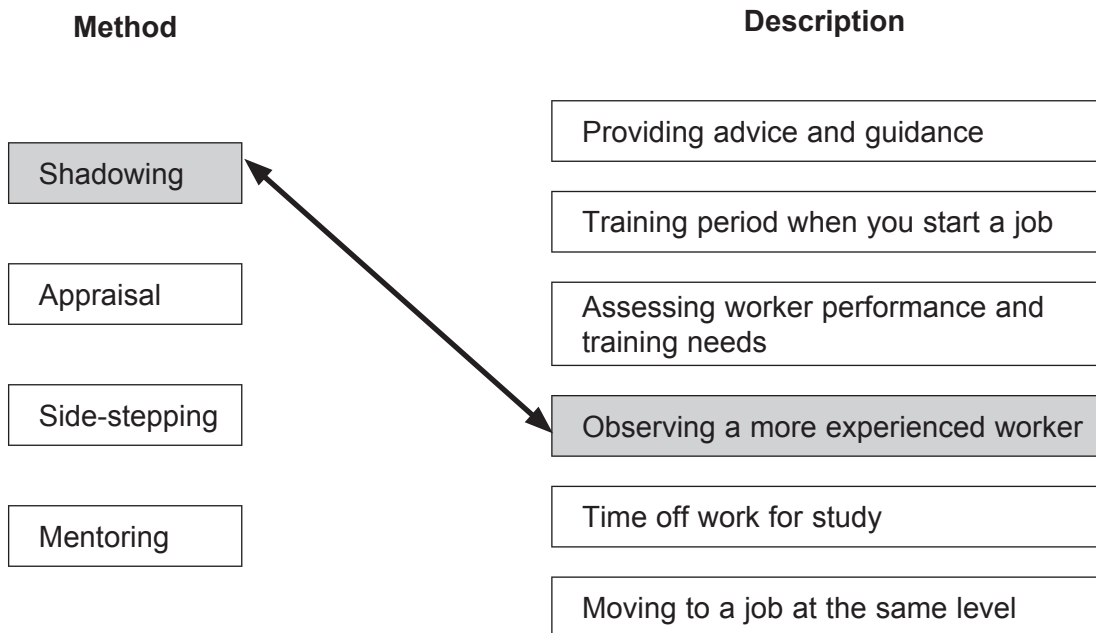
(1 mark)

**15** Melissa uses a software programme at work to produce detailed plans for new kitchens and bedrooms. What is this use of technology called?

.....

(1 mark)

**16** Complete the diagram below to link each staff development method with its correct description. There are more descriptions than you need. One has been done to help you.



(3 marks)



**17** Victor feels that he is bullied and discriminated against by his work colleagues.  
Explain what this means.

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

**18** Marie cuts her arm at work. The blood flow does not spurt out and is dark red in colour. What does this show about the cut?

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

**19** Wayne pays £25 National Insurance and £40 Income Tax from his weekly earnings. He takes home £210. What is Wayne's gross weekly pay?

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

**20** Sacha is offered a fixed-term contract earning the minimum wage.  
Explain what is meant by ...

**20 (a)** fixed-term contract

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

**20 (b)** minimum wage.

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

**Turn over for Section C**

**20**

**Turn over ►**



## Section C

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

21

The picture shows some 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: ..... worker pushing wheelbarrow without looking .....

Risk: ..... may push into walkers .....



Hazard 1 .....

Risk .....

.....

Hazard 2 .....

Risk .....

.....

Hazard 3 .....

Risk .....

.....

Hazard 4 .....

Risk .....

.....

Hazard 5 .....

Risk .....

.....

Hazard 6 .....

Risk .....

.....

(12 marks)

12

Turn over ►



**22** Glynis and Adrian are college students who decide to make and sell Christmas and birthday cards to staff and students as an enterprise activity. They plan to produce three designs for each type of card.

**22 (a)** Suggest **two** other aspects of the enterprise their plan should cover.

1 .....

2 .....

(2 marks)

**22 (b)** Glynis has good design skills, while Adrian is good at planning. Suggest **three** other skills, attitudes or qualities Glynis and Adrian will need to make the enterprise successful.

1 .....

.....

2 .....

.....

3 .....

.....

(3 marks)

**22 (c)** Explain how Glynis and Adrian could evaluate the success of the enterprise activity.

.....

.....

.....

.....

.....

.....

(3 marks)

8



**23** Bob sees a job advertised on the Internet. He fills in an online application form and is invited for an interview.

**23 (a)** Suggest **three** different ways how Bob can prepare well for the interview.

1 .....

2 .....

3 .....

(3 marks)

**23 (b)** Give **two** examples of positive body language that Bob can use at the interview.

1 .....

2 .....

(2 marks)

**Turn over for the next question**

<b>5</b>

**Turn over ►**



**24** A person's lifestyle can affect them in a variety of ways.

Explain how someone may be affected by:

**24 (a)** smoking ten cigarettes a day over a long period of time

.....

.....

.....

.....

.....

*(3 marks)*

**24 (b)** not having enough rest and sleep

.....

.....

.....

.....

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*(3 marks)*

**24 (c)** having lots of friends that they see regularly.

.....

.....

.....

.....

.....

*(3 marks)*

9







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