

Centre Number						Candidate Number				
Surname										
Other Names										
Candidate Signature										

For Examiner's Use	
Examiner's Initials	
Question	Mark
1–10	
11–19	
20	
21	
22	
23	
24	
25	
TOTAL	



Level 1/Level 2 Certificate  
June 2015

# Certificate in Preparation for Working Life (Short Course)

**4800/W**

## Written Paper

Friday 8 May 2015 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 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 80.
- The marks for questions are shown in brackets.



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H/JW/109576/Jun15/E3

**4800/W**

**Section A**Answer **all** questions.

Answer each question by putting the correct letter in the box.

**1** An example of an informal relationship is ...

<b>A</b>	employer and employee.
<b>B</b>	teacher and student.
<b>C</b>	father and son.
<b>D</b>	doctor and patient.

**[1 mark]****2** In First Aid, the D in DRABC stands for ...

<b>A</b>	Danger.
<b>B</b>	Direction.
<b>C</b>	Decision.
<b>D</b>	Doubt.

**[1 mark]****3** An example of an unexpected life event is ...

<b>A</b>	leaving school.
<b>B</b>	getting a new job.
<b>C</b>	going on a foreign holiday.
<b>D</b>	being diagnosed with cancer.

**[1 mark]**

4 Tony is being made redundant. This means ...

<b>A</b>	losing his job because of misbehaviour.
<b>B</b>	losing his job through no fault of his own.
<b>C</b>	being given a formal warning.
<b>D</b>	being moved to another section of the company.

[1 mark]

5



The emotion being shown is ...

<b>A</b>	envy.
<b>B</b>	spite.
<b>C</b>	happiness.
<b>D</b>	grief.

[1 mark]

Turn over ►



6 For growth, maintenance and repair of cells, the body needs a good supply of ...

<b>A</b>	carbohydrates.
<b>B</b>	fats.
<b>C</b>	proteins.
<b>D</b>	sugars.

[1 mark]

7 An example of a transferable skill is ...

<b>A</b>	bricklaying.
<b>B</b>	money management.
<b>C</b>	hair styling.
<b>D</b>	forklift operation.

[1 mark]

8 The Act of Parliament which makes it illegal to pay workers less than a set hourly rate is the ...

<b>A</b>	National Legal Pay Act.
<b>B</b>	Fair Trade Act.
<b>C</b>	Living Wage Act.
<b>D</b>	National Minimum Wage Act.

[1 mark]



9 Net pay is best described as ...

<b>A</b>	earnings less deductions.
<b>B</b>	earnings plus deductions.
<b>C</b>	wages less tax.
<b>D</b>	wages plus tax.

[1 mark]

10 Kelly is studying for a NVQ in childcare. NVQ stands for ...

<b>A</b>	Normal Voluntary Qualification.
<b>B</b>	National Vocational Qualification.
<b>C</b>	National Voluntary Quality.
<b>D</b>	Normal Vocational Quality.

[1 mark]

<b>10</b>

**Turn over for Section B**

**Turn over ►**



**Section B**

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

**11**

<b>Colour-coded cutting boards</b>	
Red	Raw Meat
Blue	Raw Fish
Yellow	Cooked Meat
Green	Salad and Fruit
Brown	Vegetables
Black	Bakery and Dairy

Briefly explain why different colour-coded cutting boards are used when preparing food.

**[3 marks]**

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**12**

Ian received a P45 form when he left his job. The form has Ian's name and address on it.

What other information would be found on Ian's P45?

**[2 marks]**

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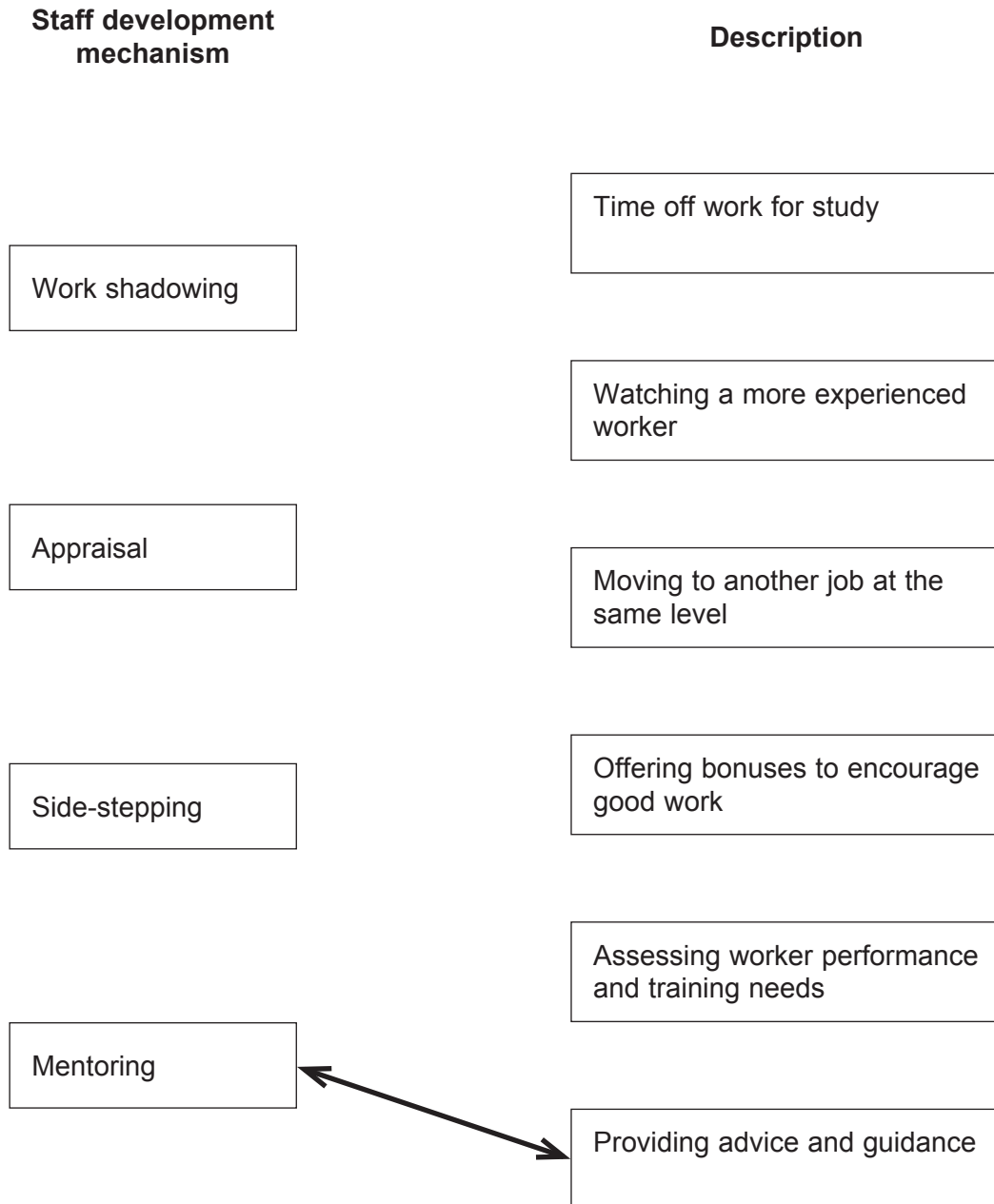


13

Complete the diagram below to correctly link the staff development mechanisms with their descriptions.

One has been done to help you.

[3 marks]



Turn over ►



**14** Donna has cut her leg. There is a steady flow of dark red blood from the cut.  
What does this indicate about the cut?

**[2 marks]**

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.....

**15** What does each of these signs tell road users?



This sign tells road users

**[1 mark]**

.....

.....



This sign tells road users

**[1 mark]**

.....

.....





**16** Peter works 10 hours a week from May to September.

What type of contract does he have?

**[2 marks]**

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**17** Large companies have HR departments that deal with staff discipline.

**17 (a)** Give **two** other roles of the HR department.

**[2 marks]**

1 .....  
2 .....

**17 (b)** Suggest **two** other departments that large companies are likely to have.

**[2 marks]**

1 .....  
2 .....

**18** A company uses robotics to make circuit boards.

What is the name given to this process?

**[1 mark]**

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**19** Amy is being threatened by older students at school.

What is this type of behaviour called?

**[1 mark]**

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20

Turn over ►



## Section C

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

20

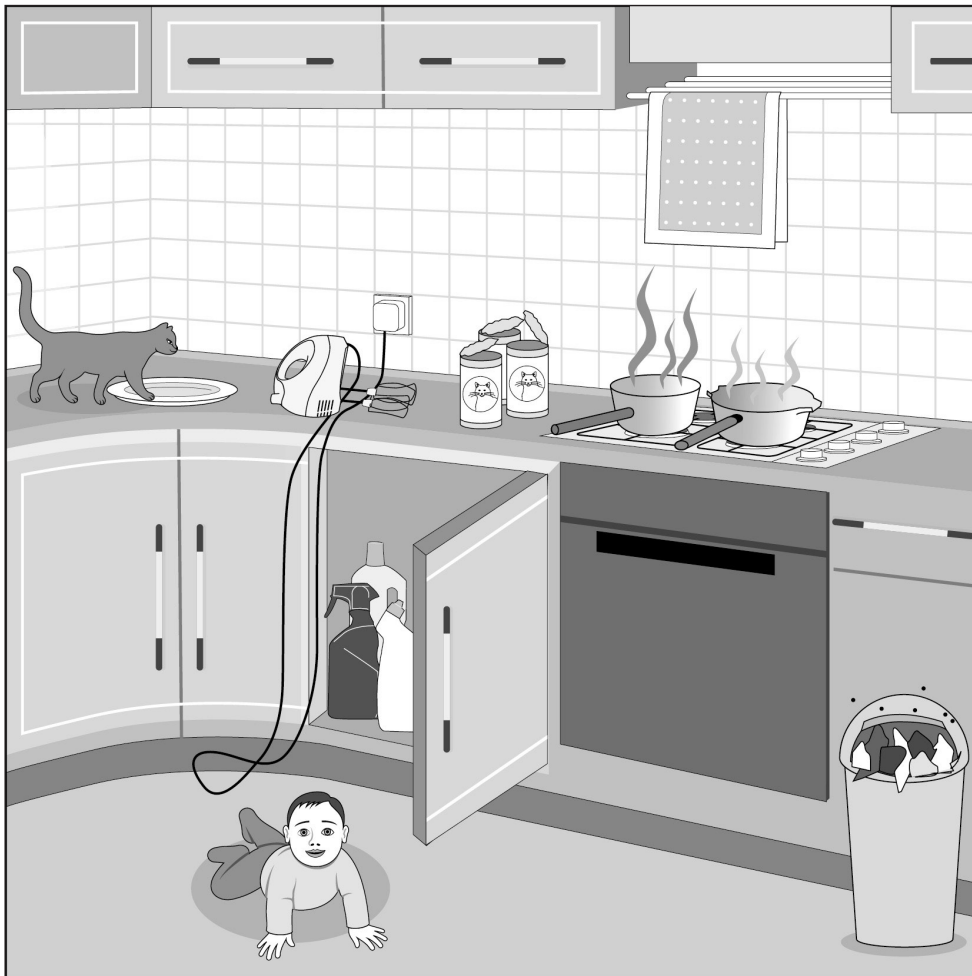
The picture below shows a kitchen with a number of hazards.

Identify **five** hazards in the picture.

Explain why each hazard is a risk.

One has been done to help you.

[10 marks]

**Example**

Hazard: ..... *A cat walking on the work surface over a plate.* .....

Risk: ..... *The cat may spread germs onto the work surface which* .....  
*will cause sickness.* .....



Hazard 1 .....

Risk .....

.....

Hazard 2 .....

Risk .....

.....

Hazard 3 .....

Risk .....

.....

Hazard 4 .....

Risk .....

.....

Hazard 5 .....

Risk .....

.....

10

**Turn over for the next question**

**Turn over ►**



**21** Elisha and Henry are sixth form students who are setting up a social enterprise project.

They want to help local retired people learn how to use email and the internet.

They plan to do this over a six-week period.

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

**[2 marks]**

1 .....

2 .....

**21 (b)** Elisha is good at planning, while Henry is good at IT skills.

Suggest **three** other skills, attitudes or qualities that will help to make their enterprise successful.

**[3 marks]**

1 .....

2 .....

3 .....

**21 (c)** Explain how Elisha and Henry could evaluate the success of their enterprise activity.

**[4 marks]**

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**22 (a)** David has been smoking 15 cigarettes a day for a number of years.  
Explain how David may be affected by this.

**[3 marks]**

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**22 (b)** Claire does not do any exercise or sporting activities.  
Explain how Claire may be affected by this.

**[3 marks]**

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**22 (c)** Hardit has an interesting job that she finds rewarding.  
Explain how Hardit may be affected by this.

**[3 marks]**

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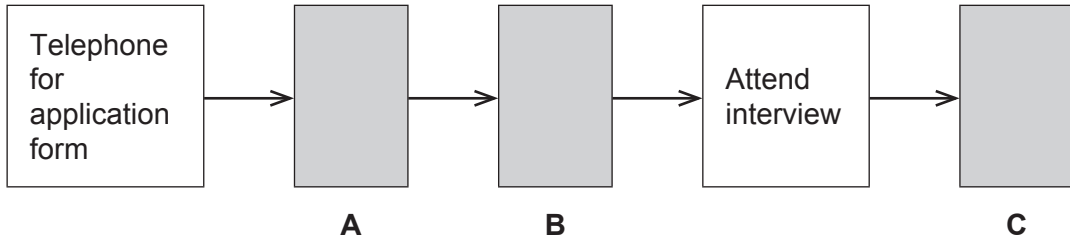
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23 The diagram below shows the stages of a typical process of getting a job.



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

[3 marks]

Box **A** .....

Box **B** .....

Box **C** .....

23 (b) Give **three** different pieces of information that you may need to provide when telephoning to ask for a job application form.

[3 marks]

1 .....

2 .....

3 .....

6



**24** Appearance is one factor which affects self-concept.

**24 (a)** Suggest **four** other factors which affect self-concept.

**[4 marks]**

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

**24 (b)** Describe how a person's appearance can affect self-concept.

**[3 marks]**

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7

**Turn over for the next question**

**Turn over ►**



