



General Certificate of Secondary Education
2019

Centre Number

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Candidate Number

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Learning for Life and Work: Modular

Unit 3
Employability



[GLF31]

GLF31

FRIDAY 10 MAY, MORNING

TIME

1 hour.

INSTRUCTIONS TO CANDIDATES

Write your Centre Number and Candidate Number in the spaces provided at the top of this page.

You must answer the questions in the spaces provided.

Do not write outside the boxed area on each page or on blank pages.

Complete in black ink only. **Do not write with a gel pen.**

Answer **all** questions in this paper.

INFORMATION FOR CANDIDATES

The total mark for this paper is 60.

Quality of written communication will be assessed in Questions **5(a)**, **5(b)** and **6**.

Figures in brackets printed down the right-hand side of pages indicate the marks awarded to each question or part question.



Answer **all** questions

1 (a) Name **one** example of a workplace policy.

_____ [1]

(b) Write down **one** technological item used in the workplace.

_____ [1]

(c) Explain **one** way work experience placements can demonstrate social responsibility in a business.

_____ [2]

(d) Describe **one** reason why new and developing businesses would seek assistance from a support agency.

_____ [2]



(e) Explain **two** drawbacks to an employee of being a member of a trade union.

1. _____

2. _____

[4]



2 (a) Write down **one** part of a contract of employment.

_____ [1]

(b) Name **one** type of discrimination which may occur in the workplace.

_____ [1]

(c) Describe **one** reason why a business would place importance on recycling waste when addressing environmental issues.

_____ [2]

(d) Explain **one** reason why employers use application forms to assess candidates' suitability for a job.

_____ [2]



(e) Explain **two** ways skills shortages in the workforce can impact on businesses.

1. _____

2. _____

_____ [4]



3 (a) Write down **one** word to describe people from Northern Ireland who go to another country to work.

_____ [1]

(b) Write down **one** external influence on a young person's attitude towards their education.

_____ [1]

(c) Explain **one** reason why sharing good practice is important for developing positive working relationships.

_____ [2]

(d) Explain **one** disadvantage to an entrepreneur of using questionnaires when researching the need for a product.

_____ [2]



(e) Explain **two** reasons why a young person would research a job before applying.

1. _____

2. _____

_____ [4]

[Turn over



4 (a) Explain **two** responsibilities an employer has to their employees.

1. _____

2. _____

_____ [4]

(b) Explain **two** factors an entrepreneur may research when deciding the price of a product.

1. _____

2. _____

_____ [4]





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Source A: The Interview Process

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Question Number	Marks
1	
2	
3	
4	
5	
6	

Total Marks	
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Examiner Number

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