



Centre Number

71	
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Candidate Number

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General Certificate of Secondary Education  
January 2015

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## Learning for Life and Work: Modular

Unit 5

Employability

[GLW61]

MV18
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WEDNESDAY 7 JANUARY, AFTERNOON

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### TIME

45 minutes, plus your additional time allowance.

### INSTRUCTIONS TO CANDIDATES

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

Write your answers in the spaces provided in this question paper.

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

The insert (containing **Source A**) is to be used for Questions **4** and **5** in **Section B**.

Answer **all** questions in this paper.

## INFORMATION FOR CANDIDATES

The total mark for this paper is 40.

Quality of written communication will be assessed in Questions 4 and 5.

Figures in brackets printed at the end of each question indicate the marks awarded to each question or part question.

## Section A

Answer **all** questions in this section.

**This question is about issues of self-employment and sources of support.**

- 1 (a) Name the term used to describe a person who has a business idea and turns it into a successful business. [1 mark]

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- (b) Identify **and** explain **one** reason why a person would need finance to set up a new business. [2 marks]

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- (c) Identify **and** explain **one** reason why a person would decide to work for someone as an employee rather than becoming self-employed. [2 marks]

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**This question is about recruitment and selection practices for employment.**

**2 (a)** Name the term used to describe the type of training that employees undertake when they are sent out of the workplace. [1 mark]

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**(b)** Explain **one** reason why employees would be made redundant from their workplace. [2 marks]

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**(c)** Explain **one** reason why job applicants may not be shortlisted for interview. [2 marks]

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**This question is about rights and responsibilities of employers and employees.**

**3 (a)** Name **two** sanctions employees could face if they don't meet their responsibilities in the workplace. [1 mark for each sanction]

1. \_\_\_\_\_

2. \_\_\_\_\_

**(b)** Identify **and** explain **two** reasons why the Disability Discrimination Act is important for an employer. [2 marks for each reason]

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(c) Identify **and** explain **two** reasons why an employer would expect their employees to be good time-keepers.  
[2 marks for each reason]

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Section B

Answer **all** questions in this section.

**4** Read **Source A** and use it to help you answer this question.

(a) Explain what is meant by

(i) email [2 marks]

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(ii) traditional skills [2 marks]

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For Examiner's use only	
Question Number	Marks
1	
2	
3	
4	
5	
<b>Total Marks</b>	

Examiner Number

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**SOURCE A**

## **Insert: Employability**

**For use with Questions 4 and 5.**

### **SOURCE A**

#### **Businesses Today**

Nowadays many businesses use email as a form of correspondence. Workers with traditional skills would have to learn many new skills for today's workplace.

The use of emails rather than using paper can be seen as an important environmental issue for the business and can enhance its corporate image. It could also work out cheaper for the business.

The use of new technologies in the workplace can increase the administrative efficiency of a business and thus improve communication. However, the introduction of new technology may lead to less workers and this could affect employment levels in the locality.

Source: Chief Examiner