



General Certificate of Secondary Education  
2016

Centre Number

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Candidate Number

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# Learning for Life and Work: Modular

Unit 5  
Employability

[GLW61]

**FRIDAY 13 MAY, MORNING**



## 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.

**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 blue or black ink only.

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

### Section A

Answer **all** questions in this section.

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

1 (a) Finish the sentence below by using **one** word:

Applicants to be called for a job interview are placed on a

\_\_\_\_\_ [1]

(b) Write down and explain **one** reason why a person should take care of their appearance when attending an interview.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ [2]

(c) Write down and explain **one** reason why employees would be expected to have a good standard of literacy in the workplace.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ [2]

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

2 (a) Write down the name of the term used to describe monthly payment to employees.

\_\_\_\_\_ [1]

(b) Explain **one** way that an employee can show honesty to their employer in the workplace.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ [2]

(c) Explain **one** way in which inner-city renewal can affect employment changes.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ [2]

[Turn over

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

**3 (a)** Write down **two** characteristics an entrepreneur should have.

1. \_\_\_\_\_ [1]

2. \_\_\_\_\_ [1]

**(b)** Write down **and** explain **two** reasons why an entrepreneur would ask for help from a support agency.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ [2]

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ [2]

**(c)** Write down **and** explain **two** reasons why a person should research a business idea before starting up a business.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ [2]

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ [2]

### Section B

Answer **all** questions in this section.

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

(a) Explain **two** ways that staff absenteeism can affect a business.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ [2]

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ [2]

[Turn over





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**THIS IS THE END OF THE QUESTION PAPER**

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**DO NOT WRITE ON THIS PAGE**

For Examiner's use only	
Question Number	Marks
1	
2	
3	
4	
5	

<b>Total Marks</b>	
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Examiner Number

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## SOURCE A

**Insert: Employability**

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

**SOURCE A**

**Employees at Work**

Staff absenteeism can be a problem for employers which may result in a loss of profit for the business. Employees may have to be trained in various skills to cope with staff absences.

Some businesses employ students on a part-time basis to help out in the evenings and at weekends. However, this can have a negative impact on the student, for example, they may not have enough time to do their homework.

Many employees consider further learning whilst they are employed. This could assist the employee with developing their existing skills or acquire new skills in order to increase their knowledge of various jobs. However, gaining further learning does not necessarily mean any further enhancement for the employee.

*Source: Chief Examiner*