



Rewarding Learning

General Certificate of Secondary Education  
2014

Centre Number

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Candidate Number

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## Learning for Life and Work: Modular

Unit 5

Employability



[GLW61]

\*GLW61\*

FRIDAY 9 MAY, AFTERNOON

### TIME

45 minutes.

### 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 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) Name one source where a young person could get information about job vacancies.

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

- (b) Identify and explain **one** reason why it may be necessary for an employee to gain more qualifications.

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

- (c) Identify and explain **one** reason why it is important for a student to research the career that they would like to pursue.

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

Examiner Only	
Marks	Remark
Total Question 1	





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

Examiner Only	
Marks	Remark

3 (a) Name **two** environmental issues which businesses must be aware of.

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

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

(b) Identify **and** explain **two** health and safety procedures which an employer could put in place to safeguard his employees.

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

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















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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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2014**

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**Learning for Life and Work: Modular**

**Unit 5**

**Employability**

**[GLW61]**

**FRIDAY 9 MAY, AFTERNOON**

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**SOURCE A**

**Insert: Employability**

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

**SOURCE A**

**Qualifications and Jobs**

Qualifications are important when applying for jobs. Employers place importance on the application form and so job applicants should complete this form to a satisfactory standard. They should return it before the deadline in order to be considered for an interview. Applicants will be placed on a shortlist and informed if they have been chosen for interview.

Some employees choose to join a trade union when they start work. Trade unions provide members with information on their rights and entitlements in the workplace and can sort out grievances and disputes for employees. However members may not agree with various decisions made by the trade union, especially if they have to go out on strike.

*Source: Chief Examiner*