



General Certificate of Secondary Education  
January 2019

Centre Number

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Candidate Number

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# Learning for Life and Work: Modular

Unit 5  
Employability



[GLW61]

\*GLW61\*

**TUESDAY 29 JANUARY, AFTERNOON**

## TIME

45 minutes.

## 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.**

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 the term used to describe employees who lose their job as a result of their employer having no work for them.

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

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

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

- (c) Identify and explain **one** reason why employees would be expected to have a good standard of ICT skills in the workplace.

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





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

**2 (a)** Name the law which states that no one is discriminated against in the workplace because of their race.

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

**(b)** Explain **one** reason why an employee should be provided with a Contract of Employment by their employer.

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

**(c)** Explain **one** reason why an employee would be given a bonus.

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

[Turn over



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

3 (a) Name **two** characteristics a successful entrepreneur should have.

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

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

(b) Identify **and** explain **two** reasons why a person would prefer to own a business rather than being an employee.

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

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



(c) Identify **and** explain **two** reasons why an entrepreneur would seek assistance from a support agency.

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

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

[Turn over



## Section B

Answer **all** questions in this section.

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

(a) Explain **two** reasons why careers teachers provide guidance to students when completing application forms for jobs.

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

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











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

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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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*Rewarding Learning*

**General Certificate of Secondary Education**

**January 2019**

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Unit 5  
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**[GLW61]**

**TUESDAY 29 JANUARY, AFTERNOON**

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**SOURCE A**

## **Insert: Employability**

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

### **SOURCE A**

#### **Employers in Business**

Employers use application forms to assess a candidate's suitability for a job. Careers teachers can assist students to complete these forms as they are knowledgeable in all aspects of the recruitment process.

Many businesses increase their sales by trading on the internet. This could lead to an increase in productivity and thus more profit for the business.

Employers usually train employees in order to motivate them so they will produce their best in the workplace. However, employees may become stressed while training and/or feel they cannot cope with extra responsibility.

*Source: Chief Examiner*