Learning for Life and Work: Modular

Unit 3
Employability

[GLF31]
FRIDAY 10 MAY, MORNING

Time
1 hour, 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 on blank pages.
Complete in black ink only.
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 at the end of each question indicate the marks awarded to each question or part question.
Answer all questions

1  (a) Name one example of a workplace policy. [1 mark]

(b) Write down one technological item used in the workplace. [1 mark]

(c) Explain one way work experience placements can demonstrate social responsibility in a business. [2 marks]

(d) Describe one reason why new and developing businesses would seek assistance from a support agency. [2 marks]
(e) Explain two drawbacks to an employee of being a member of a trade union. [4 marks]

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2. 

2  (a) Write down one part of a contract of employment. [1 mark]

(b) Name one type of discrimination which may occur in the workplace. [1 mark]

(c) Describe one reason why a business would place importance on recycling waste when addressing environmental issues. [2 marks]

(d) Explain one reason why employers use application forms to assess candidates’ suitability for a job. [2 marks]
(e) Explain **two** ways skills shortages in the workforce can impact on businesses. [4 marks]

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3  (a) Write down one word to describe people from Northern Ireland who go to another country to work. [1 mark]

(b) Write down one external influence on a young person’s attitude towards their education. [1 mark]

(c) Explain one reason why sharing good practice is important for developing positive working relationships. [2 marks]

(d) Explain one disadvantage to an entrepreneur of using questionnaires when researching the need for a product. [2 marks]
(e) Explain two reasons why a young person would research a job before applying. [4 marks]

1. 

2. 

4 (a) Explain two responsibilities an employer has to their employees. [4 marks]

1. 

2. 

(b) Explain two factors an entrepreneur may research when deciding the price of a product. [4 marks]

1. 

2. 

5 Source A: The Interview Process

Extract removed due to copyright.
Read the information carefully in Source A to answer part (a) of the question below.

(a) Using the information in the source and your own knowledge analyse why job applicants may not be placed on a shortlist to attend an interview. [6 marks]

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Skills, qualities and attitudes are required for a successful career.

(b) Discuss why employers place importance on skills, qualities and attitudes in the recruitment and selection process. [6 marks]
Lifelong learning is important for both the individual and the employer.

6 Evaluate the importance of lifelong learning in achieving personal and professional potential. [10 marks]

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THIS IS THE END OF THE QUESTION PAPER
SOURCES

Q5 . . . . Source: Adapted from www.linkedin.com