Functional Skills English Assessment
Reading Level 1

Learner name ____________________________________________

Learner registration number ______________________________

Learner signature ________________________________________

Centre __________________________________________________

Assessment date _________________________________________

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<th>Question</th>
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Instructions to candidates

Check that you have the correct paper. Please complete the information above.

You do not need to use complete sentences for the reading assessment.

Use black or blue ink. Do not use a pencil.

You may use a dictionary.

There are 9 questions in this assessment. You must answer all the questions.

Total marks available: 28

You should try to answer **ALL** the questions

You have **one hour** to finish the assessment.
You are looking for a job, and you decide that you need to find out some information about the National Minimum Wage and about the best way to begin job hunting.

You find the following document on a job hunting website and a leaflet in the local job club. You also look at the local paper and find a job advert that may be suitable. Read through all of the documents, and answer the questions about them.
Who can get the National Minimum Wage?

In the UK, most workers aged 16 or over are entitled to a National Minimum Wage (NMW). The minimum wage covers you whether you are in a permanent job, working for an agency or on a short-term contract.

Some workers are not covered by the National Minimum Wage. These include:

- workers under the age of 16
- some apprentices
- au-pairs and nannies if they are living with a family and not paying for accommodation or meals
- self-employed people
- members of the armed forces
- voluntary workers
- Some trainees on government schemes.

For a full list of who is not entitled to the NMW, contact the Pay and Work Rights helpline or an experienced adviser. See below for details of the Pay and Work Rights helpline.

How much is the National Minimum Wage?

There are three different rates of pay under the NationalMinimum Wage:

- for workers aged 22 and over, the current rate of pay is £5.80 per hour
- for workers aged between 18 - 21, the current rate of pay is £4.83 per hour
- for workers aged 16 (who are above school leaving age) and 17, the current rate of pay is £3.57

The NMW is an average hourly rate which must be paid for each hour worked over a certain period of time. If you are paid weekly, this period of time is a week, and if you are paid monthly, the period is a month. As long as your average pay an hour is not below the NMW during this period, you may earn less than the NMW for some hours.
Document Two

You find a leaflet about how to begin looking for a job. You think it may give you more ideas about how to start searching.

How to Begin Looking for Work

Before you can begin to look for a job, you need to decide what type of job you are willing to do. You might think that saying that you are willing to do any kind of job will increase your chances of employment, but if you really want to start working you must be realistic.

Using a checklist from a government agency is a good way to start. You may think that you have very few “job related skills” but when you ask yourself some simple questions you can usually come up with a lot of qualities and skills that you have gained through normal living. The best way to begin is to make a list of all the skills and experience you have gained so far.

For example, have you planned a family day out or managed a household budget? Have you looked after your own children or elderly relatives? Are you a member of a sports team? Are you part of a community or church group?

Skills such as team working or time management can be just as valuable as formal qualifications, so make sure that you take them in to account.

Once you have made your list, have a look in your local paper, or on the internet to see what kind of jobs there are in your local area. Read the job advertisements carefully and see if you can match the skills and/or qualifications you have on your list to their requirements. If you feel you can match the requirements, get in touch with the employer and apply!
Document Three

You find a job advertisement in the local newspaper. Read through the advertisement carefully.

**PART TIME KITCHEN OPERATIVES REQUIRED**

- Are you willing to work as part of a team?
- Can you work flexible hours?
- Do you have any culinary experience?
- NMW paid to all employees
- Hours to be negotiated, average 16 per week.
- Call 0300 200 030 and ask for Ann or send a CV and covering letter to:

  *Ann's Pantry, New Road, Yartown, FX11 2BD for further details.*
Please answer the following questions about the documents. You do not need to use full sentences.

Question 1
Identify two main points from Document Two. (2 marks)

1. 

2. 

Question 2
Identify two of the devices used by the writer of Document One to make the information easy to read. (2 marks)

1. 

2. 

Question 3
Suggest one other way that the writer of Document One, could have presented the information more clearly. (1 mark)


Question 4
Document Two comes from a job hunting website. Do you think the advice given is realistic and helpful? Give two reasons for your answer. (2 marks)

Is it realistic and helpful? ____________________________________________

Reason 1 _____________________________________________________________________________
_____________________________________________________________________________________

Reason 2 _____________________________________________________________________________
_____________________________________________________________________________________

Question 5

Using information from the documents, give three reasons why you think that it is important to be aware of the National Minimum Wage. (3 marks)

Reason 1 _____________________________________________________________________________
_____________________________________________________________________________________

Reason 2 _____________________________________________________________________________
_____________________________________________________________________________________

Reason 3 _____________________________________________________________________________
_____________________________________________________________________________________
Question 6

Document Three is a job advertisement for 'Kitchen Operatives'. What other job title could the writer have given for the vacancy? (1 mark)

Question 7

The writer of Document Three uses different devices to appeal to the reader. Identify two different techniques the writer has used and say why you think they have chosen them. (4 marks)

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<tr>
<th>Technique</th>
<th>Reason for using the technique</th>
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Question 8

Read through **Documents Two and Three** again. You decide to apply for the job advertised, even though you have not worked in a commercial kitchen before. Fill in the table below to show why you think you are qualified to do this job. (9 marks)

<table>
<thead>
<tr>
<th>Qualities or Skills required</th>
<th>Have I got these skills?</th>
<th>Why do I think this?</th>
<th>How can I prove it? Give an example.</th>
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Question 9

Document Three gives you two alternatives of how to apply for the job. Make a list of two things you would like to ask the employer and two pieces of information about yourself that you wish to tell the employer, before you pick up the phone or write. (4 marks)

<table>
<thead>
<tr>
<th>Questions to ask the employer</th>
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END OF ASSESSMENT