

Mark Scheme

June 2016

Functional Skills English

Reading Level 1  
E102

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## General Marking Guidance

- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.
- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, ie if the answer matches the mark scheme. Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.
- Crossed out work should be marked UNLESS the candidate has replaced it with an alternative response.

## Section A

Question Number	Answer	Mark
1	C - inform you about how to get careers advice	(1)

Question Number	answer	Mark
2	A - gives advice on funding	(1)

Question Number	Answer	Mark
3	C – It is only available to people in England.	(1)

Question Number	Answer	Mark
4	<ul style="list-style-type: none"> <li>• online</li> <li>• phone / call / 0800 100 900</li> <li>• face-to-face</li> </ul> <p>One mark for a correct answer.</p>	(1)

Question Number	Answer	Mark
5	<p>Accept any reasonable answer stating features of Text A, up to a maximum of <b>two</b> marks.</p> <p>Answers may include:</p> <ul style="list-style-type: none"> <li>• heading / title / headline</li> <li>• bold</li> <li>• image / picture / illustration / clip-art / graphic</li> <li>• subheadings</li> <li>• direct address to the reader</li> <li>• rhetorical question / question and answer</li> </ul>	(2)

Question Number	Answer	Mark
6	<p>Accept any reasonable answer about why registering with the National Careers Service would help you reach your potential, based on the text, up to a maximum of <b>two</b> marks.</p> <p>Answers may include:</p> <ul style="list-style-type: none"> <li>• reading</li> <li>• writing</li> <li>• maths</li> <li>• interview</li> </ul>	(2)

Question Number	Answer	Mark
7	<p>Accept any reasonable answer giving two reasons why the National Careers Service can be trusted, based on the text, up to a maximum of <b>two</b> marks.</p> <p>Answers may include:</p> <ul style="list-style-type: none"> <li>• confidential / fair advice</li> <li>• helped millions / helped lots of people</li> <li>• information / careers / skills advice <u>that's right for you</u> / advice to help you make the right choices</li> <li>• professional / qualified career advisers</li> </ul>	(2)

## Section B

Question Number	Answer	Mark
8	D - To give advice about preparing for your first day at work.	(1)

Question Number	Answer	Mark
9	A – Allow enough time to get there. E – Know the best way to get there. <b>One</b> mark for each correct answer.	(2)

Question Number	Answer	Mark
10	<ul style="list-style-type: none"> <li>• excited</li> <li>• nervous / anxious</li> <li>• impatient / don't be impatient</li> </ul> <p>One mark for each correct answer, up to a maximum of <b>two</b> marks.</p>	(2)

Question Number	Answer	Mark
11	<p>Accept any reasonable answer about what items of paperwork you should bring to your first day at work, based on the text, up to a maximum of <b>two</b> marks.</p> <p>Answers include:</p> <ul style="list-style-type: none"> <li>• bank account / bank details / account details</li> <li>• P45</li> <li>• passport</li> <li>• proof of address</li> </ul>	(2)

Question Number	Answer	Mark
12	<ul style="list-style-type: none"> <li>• help you with your job</li> <li>• useful</li> <li>• help you ask questions</li> </ul> <p><b>One</b> mark for a correct answer.</p>	(1)

Question Number	Answer	Mark
13	<p>Accept any reasonable answer about how to make a good impression on your first day at work, based on the text, up to a maximum of <b>two</b> marks.</p> <p>Answers may include:</p> <ul style="list-style-type: none"><li>• present yourself well</li><li>• prepare / ask questions / listen to people's answers</li><li>• be positive / enthusiastic</li><li>• dress appropriately</li><li>• keep a notebook / write things down</li><li>• know the way there / leave in plenty of time / be on time</li><li>• be confident</li><li>• be yourself</li></ul>	(2)

## Mapping to Functional Skills Coverage and Range for English Level 1

Question	Fixed Marks	Open Marks	Mapping to standard			
			(L1.2.1) Identify the main points and ideas and how they are presented in a variety of texts	(L1.2.2) Read and understand texts in detail	(L1.2.3) Utilise information contained in texts	(L1.2.4) Identify suitable responses to texts
1	1		<b>x</b>			
2	1			<b>x</b>		
3	1			<b>x</b>		
4	1			<b>x</b>		
5		2	<b>xx</b>			
6		2			<b>xx</b>	
7		2				<b>xx</b>
8	1		<b>x</b>			
9	2			<b>xx</b>		
10	2		<b>xx</b>			
11		2				<b>xx</b>
12	1			<b>x</b>		
13		2			<b>xx</b>	
<b>Total marks:</b>			<b>6</b>	<b>6</b>	<b>4</b>	<b>4</b>
Total percentage:			30%	30%	20%	20%