



City & Guilds Level 1 Certificate in Essential Skills Communication



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Sample Paper 2

Source Documents for Section 1 Reading

These documents are for Section 1 Reading.
Please read the documents and then answer the 8 questions.

Use Document 1 to answer Questions 1 to 4.
Use Document 2 to answer Questions 5 to 8.

Do not write your answers in this booklet as this will not be marked.
All answers should be written in the space provided on the question paper.



Document 1– web page. Use this document to answer questions 1-4.



https://www.nidirect.gov.uk/campaigns/apprenticeships



Overview

Apprenticeships combine practical training in a job with study and take 1 to 4 years to complete. As an apprentice you'll:

- work alongside experienced staff
- gain job-specific skills
- earn a wage and get holiday pay.

Levels of apprenticeship

- Level 2
- Level 3
- Higher level

Get paid and trained!

Apprentices can go far at some of Northern Ireland's biggest and brightest companies, gaining the skills and knowledge they need to succeed while working and earning at least the national minimum wage. You will study one day a week towards a work-related qualification.

See [Subject List](#) for a full list of subject areas.

Who can apply

You can apply for an apprenticeship while you're still at school. To start one, you'll need to be:

- 16 or over
- living in Northern Ireland
- employed or about to take up a paid position in Northern Ireland.

How to apply and help available

There are 3 steps to applying for an apprenticeship:

1. [Search for an apprenticeship](#)
2. [Sign in or create an account](#)
3. [Complete and submit your application.](#)

Nidirect has advice on writing applications and what to do at interviews.

If you're unsuccessful

You can ask for feedback if you don't get selected for an interview or for the apprenticeship.

You can complain if you think you weren't successful because you were discriminated against, or your treatment in the interview or application process was unfair.

Apprenticeship helpline telephone: **0800 015 0400** or **028 682 6482**

If you are aged 16 to 24 and feel you're not ready for an apprenticeship, a [traineeship](#) is a learning programme designed to prepare you for one. Traineeships help young people who want to get an apprenticeship or job but don't yet have appropriate skills or experience and enable them to become 'work ready'.

Pay and conditions

Your employer must pay you the apprenticeship [National Minimum Wage](#). This rate applies to apprentices aged 16 to 18 and those aged 19 or over who are in their first year.

If you're an apprentice aged 19 or over and have completed your first year, you must be paid at least the minimum wage rate for your age.

Hours apprentices must be paid for:

- your normal working hours (minimum 21 hours per week)
- training that's part of your apprenticeship (usually one day per week).

Holidays

Minimum 20 days paid holiday per year, plus bank holidays.

Use the [holiday calculator](#) to check holiday entitlement for apprentices.

Help and advice

Contact [ACAS](#) (Advisory, Conciliation and Arbitration Service) for free and confidential advice on your rights at work.



Document 2 – recruitment agency advert. Use this document to answer questions 5-8.**APPRENTICESHIP VACANCY****Audio Visual (AV) Technician Apprentice****Salary: £11,024 per year****Job type: Full-time****Closing date: 30th November****About the company**

As a well-known national company specialising in large conferences and exhibitions, we work with event organisers to meet all their audio visual requirements.

In addition to supplying equipment, we offer lighting, staging and presentation services - everything from a simple projector and a single microphone in an office to a lighting show with a complete public address (PA) system.

About the job**Be ready to work hard!**

We are looking for an apprentice to fulfil a range of duties, from graphic design to set design, from setting up the AV equipment to operating it at events.

Be ready to contribute!

We are looking for fresh ideas, so there is a great opportunity for a young person to come in and have a genuine effect on how we do things, bringing their ideas and creativity to the table.

Be ready to learn!

The apprentice will be working under the guidance of AV technicians with more than 20 years' experience. Upon completion of this apprenticeship, the apprentice will have gained skills that will allow them to work as a professional AV technician. No prior knowledge of AV equipment is required.

Requirements

- Knowledge of basic computer applications
- Some experience in graphic design
- Good communication skills

Main duties and responsibilities

After induction and training the apprentice will carry out the following duties:

- Equipment testing
- Website maintenance
- AV equipment maintenance
- Event equipment preparation
- Setting up sound and light systems, screens, projectors
- Basic office duties
- Taking telephone calls

Pay

£212 per week (£5.30 per hour)

Working week

Monday to Friday (37.5 hours per week – to a maximum of 40 hours per week), with flexibility to work unsociable hours.

Who this job is for

Candidates will be considered if they:

- are aged between 16 and 23
- have NOT achieved a qualification at level 4 or higher. University graduates may not apply.

If you feel that you have an outgoing personality and can work as part of a team, we would be interested in hearing from you.

Contact Sara Marshall for an application form on 028 2367 471 **or email** HR@AVunltd.com

Lots more apprenticeship opportunities at www.unicornrecruitment.com



<http://www.reed.co.uk/jobs/audio-visual-technician-apprentice-tottenham/27002878#/jobs/apprenticeships>

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