

Essential Skills Communication Level 2 (4800)

Sample Assessment 3

Source Documents

City & Guilds Level 2 Certificate in Essential Skills Communication

Sample Assessment 3

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 and 2.

Use document 2 to answer questions 3 and 4.

Questions 5 to 8 are about one or both of documents 1 and 2.

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.

Apprenticeship



VS



College

So you've just left school. Taking the next steps towards a career can be daunting. The main issue is what to do next. Current options include going to college, joining an apprenticeship scheme or finding a job.

It's important to evaluate your position, your strengths and what makes you tick before making a decision. You don't want to get six months down the line and discover you don't enjoy your apprenticeship or that education is no longer for you.

Before you take the plunge, here is a comparison of two options, apprenticeships and college, to hopefully help you make the right decision.



Apprenticeship

 **Learning On The Job** – From the start, you learn as you work, developing your problem solving skills. You're not confined in a classroom and you get to see and be involved in a real work environment. You might find that some of the tasks you start with are boring, but that's just a fact of life. Everyone has to do jobs that can be a bit mind-numbing at times, but once you've worked through those tasks you can move on to better things!

 **You Get Paid To Learn** – As an apprentice you earn a wage, paid directly into your bank account. College students will have to study and work part-time to earn any money. However, apprenticeship wages tend to be very low, often set at the national apprentice minimum wage.

 **Getting Ahead** – You'll have more practical experience than your friends who have gone to college. You will also learn typical workplace skills such as teamwork. Employers really value the skills and experience gained during an apprenticeship. This is why apprenticeships are in high demand; a downside of this is that competition for places is tough.

 **A Job Opportunity** – If you've shown that you can cut the mustard, there may be an opportunity at the end of the apprenticeship for a permanent position.

College



 **Learning Resources** – At college you will have access to a range of learning facilities and resources whenever you need them. These will most likely include a computer suite, library, classrooms and dedicated tutors.

 **Focus on Learning** – You can concentrate on learning rather than worrying about fitting in your studying around a busy job.

 **Keep Doors Open** – College will provide you with multiple options, as well as careers advisors, to help you plan your future. Many colleges offer a variety of qualification types, including vocational qualifications, GCSEs and A levels. They can also help you develop interview skills.

 **College Life** – At college you will be interacting with people your own age. Who knows how old your colleagues may be in the workplace? You may find you have little in common outside of work. College students will find friends with similar interests and goals, and there will be a variety of activities to get involved with. Apprentices, on the other hand, will often have to miss social events because they're doing a full day's work every day and studying as well.

Good luck!

Document 2 – web page. Use this document to answer questions 3 and 4.



028 3344 1200

HOME	ABOUT	APPRENTICES	EMPLOYERS	CONTACT
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Making a decision

Fast-forward two years and compare yourself against a friend who decided to go to college to gain qualifications as opposed to doing an apprenticeship. Where would you both be now?

When the employer looks at your CVs they will see you both have the same level of qualification. However, you have two years' worth of work experience, a qualification achieved exclusively in the work place and a reference from an employer. Put yourself in the employer's shoes; which of you is more likely to be shortlisted for an interview? It would obviously be the apprentice. If you have the confidence to learn on the job and get a headstart in the workplace, an apprenticeship might be for you!

Jack's story

I left school at 16 after my GCSEs and was mystified as to what I was going to do. I explored both vocational and academic options at college where all my friends were going. But being a hard working individual, I decided this characteristic could be put to better use in an apprenticeship, even though I was apprehensive and knew I would miss out on some of the great social events at college.

Despite a tough selection process because of fierce competition, I started my level 2 Business Administration Apprenticeship with Armagh City Council, working in one of their business innovation centres. On my first day, walking into the building was intimidating for me. After all, I was no longer with all my mates at school and I felt like a fish out of water. But I was soon made to feel like a team member.

Over time, the role provided me with great exposure to all aspects of the business, although a lot of my first tasks were repetitive and boring. However, even these helped me improve my time management skills, and when I had finished my apprenticeship I was able to secure a full time position. That wouldn't have happened if I had gone to college.

My apprenticeship was arranged through a training provider, Skills for Careers, and throughout my apprenticeship I was released one day a month from the council to attend workshops run by Skills for Careers at their Business Academy. I was able to meet and network with a group of apprentices from different businesses. All the essential topics were covered, including presentation skills.

I made the right decision. My friends are just leaving college, don't have a full time job, aren't earning any money and are not yet on a career ladder. I love the fact that I am earning money, even though the minimum wage is very low. I'm still waiting for the government to give me a pay rise!

Current vacancies

Digital Marketing Apprentice
Location: Belfast

Motor Vehicle Technician Apprentice
Location: Omagh

Electrical Installation Apprentice
Location: Belfast

Apprentice Chef
Location: Antrim

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Document 1 adapted from: <http://www.business2community.com/human-resources/apprenticeship-vs-college-01013129#GRbqhyQIHF82izAh.99>

Document 2 adapted from: <http://www.skillsforcareers.co.uk/620/>