

Building Essential Skills



Just the Job Paper based version

Candidate Name _____ DOB _____

Date _____ Course/Occupation _____

Just the Job

Hi Everybody



Hello, my name is Brian Rush and I am about to enter the building industry for the first time. I need help from everyone in the trade, whether an apprentice or an experienced craftsperson. I want to succeed as a painter and decorator so please help me with some of the things I might find difficult in my first week at work.

Thanks Brian

Getting There

Let's begin ...

Ok, life has just got better. I have got a very good chance of a job but I have to get there and do well in the interview. I have to be there at 9am and I have been advised to arrive 5 minutes early. The company is called Stiples and is in Great Yarmouth, which is 10 miles from my home in Kettelton. I need help so this is where you come in.

Q1) - Bus Fare



Right I need to catch a bus to the interview. I have £5. The bus fare is £1.45 and lunch will cost me £3. How much change will I have left?

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I have to be at the interview at 9am and I have been advised to get there 5 minutes early. I can catch a bus just outside my house in Kettleton.

Bus timetable

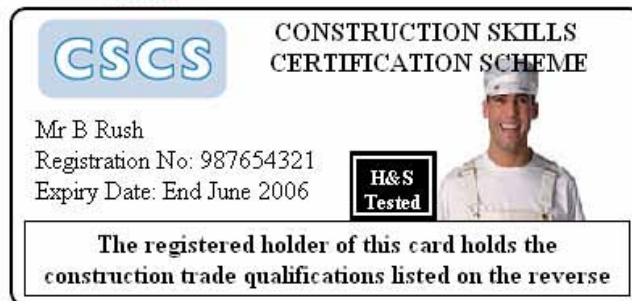


The bus leaves every 30 minutes at 5 past the hour and 25 minutes to the hour. The bus stop is 5 minutes walk away from my house and stops just outside Stiples where the interview is. If I travelled by bus which one should I take? (Please tick)

		Kettleton	Stiples	Gt Yarmouth
Place tick here	Bus 1	0705	0720	0730
	Bus 2	0735	0750	0800
	Bus 3	0805	0820	0830
	Bus 4	0835	0850	0900

The Registration Card

I have been told that when I am working on site I must have one of these registration cards with me at all times. It is called a CSCS card which means Construction Skills Certification Scheme. The card above tells people several things about me.



The next 3 questions are based on the card

Q1) - where would my trade be printed on the card?

- a) The front b) The back c) Not mentioned d) Ring CSCS

Q2) - Someone said this card can be used for an unlimited length of time. Is this:

- a) True b) False

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Q3) - Does the card show that I am health and safety tested?

- a) Yes b) No c) Not sure d) Not both together

The Interview



I'm here on time - so far so good - and a kind person has given me a multi-choice question paper to complete. I hate tests, so it would be great if you could help me give the right answers.

I have been given a sheet of paper to sign saying that I understand what is on it. It's all about health and safety. But hang on a minute..... some of these words don't seem quite right to me, help me here - I'm under pressure. Have a look at the next bit of writing and see if you can spot 6 dodgy words, underline the ones you think are incorrect.

"The employee shall comply with HASWA and no hopeing between scaffolds is allowed, as last year our acident book was full of incidents. This is really important in rainy whether when the boards are usualy slippery. You now have to record any event by righting all the details clearly and then pass the sheet on to the fourman"

The Interview Questions

There are some questions that I'm not quite sure about, it would be great to have a little help here. Just circle the ones you think are correct.

Q1) - A subcontractor is

- a) A painter who works underwater for the navy
b) A person who only completes half of the job
c) A worker who receives wages in advance
d) A person who carries out work on behalf of another contractor

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Q2) - COSHH stands for

- a) A euro truncheon
- b) Colleagues of Strainers Hieroglyphics and Ham
- c) Control of Substances Hazardous to Health
- d) It does not mean anything

Q3) - Value Added Tax (VAT) equals 17.5% and is added to the price of a product. If my tools cost £100 + VAT, what would the final amount be?

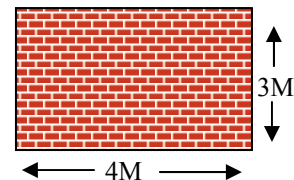
- a) £175 b) £82.50 c) £107 d) £117.50

More Interview Questions



Q4) - A wall measures 3m high-times-4m long. What is the area?

- a) 34m² b) 20m² c) 7m² d) 12m²



Q5) - I have 2 tins of emulsion paint for the job above. Each tin covers 15m². I will need to apply 2 coats of paint. Will I have enough paint?

- a) Yes b) No c) Not sure d) Take a chance

Q6) - As gloss paint takes longer to dry than emulsion, is ventilation needed?

- a) True b) False c) Makes no difference d) Not sure

Q7) - I have been to check the thermometer when using gloss paint - it must never be used below freezing point or the paint may flatten. Which temperature would be the coldest?

- a) 5°C b) 4°C c) 0°C d) -4°C

Just the Job

The Letter



I need to write a letter to a client giving details of the job I'm doing for them. I will be working as a subcontractor for Stiples.

I have left out some words because I need to use the best ones but they are at the bottom of the page, so can you help me choose the words to fill in the gaps?

Stiples & Sons
Badger Well Industrial Estate
Scumbley
Paignton

Dear _____

Thank you for accepting our _____ which is keenly priced at £3000. We will _____ to start work at 7am on Monday 7th June 2004, which I hope will be alright. I expect the _____ will take 12 working days.

We need the _____ moved before we start work

Please advance 20% of the _____ so that I can go ahead and buy materials. I will then need the _____ when the job is finished.

The workers will need _____ to meet the rules under _____ and this protects us all and helps create a safe working environment.

Yours _____

B. Rush

furniture	job	ventilation	faithfully	quotation
money	Sir/ Madam	COSHH	balance	arrive

Just the Job

Orders and Equipment



Q1) - I have just done my first order. It would be really great if you could help me put some commas where you think they would go on my order below.

Dear Mr Scumble

Please provide your most competitive prices for the following items:

10 tins of Magnolia (10 litre) emulsion paint 4 tins of white (5 litre) gloss 5 litres of white spirit 2 dustsheets 6 x 60mm brushes 5 x 250 fine rollers and trays

Thank you

B. Rush

My boss wants me to cost out some extra items. Can you help?

Q2) - 15 sheets of fine sand paper costs £1.50 at Pidels. I only need 10 sheets, so how much will this cost me?

.....

Q3) - People spend different amounts on their tools. One friend's tool bill from Pidels was £30, another's was £40 and his mate's came to £50. What is the average amount that I should expect to spend?

.....

Q4) - This has been a difficult day with numbers. We knock off at 4pm but the clock in the site office is one of these fancy 24 digital hour jobs. It says 1400 so that's me off home - I think? Should I stay?

a) Stay b) Go

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The Job

Ok this is my first job and I am really looking forward to it.

They want me to work out what to do with the outside of the detached house.

Q1) - They have given me certain areas such as soffits, fascia boards, windows, house and garage doors and masonry to paint.

Can you show me which parts need painting? Place the right number against each part.



1. Fascia boards
2. Front door
3. Garage Doors
4. Window frames
5. Masonry



Just the Job

Wages

Q1) - At last my wages - £5 per hour and at forty hours I expect to receive £200. I think that is right. What do you reckon?

- a) Yes, it's right b) No, it's wrong

But hang on..... the total on my payslip is very different... Tax, NI , Pension? Could it be that my payslip is messed up?

Q2) - To help me out, place a circle on the bits on my payslip that you would be concerned about - anything you notice - could be the maths or something like capital letters.

Stiple and sons		Rated Décor	paignton
Name	B.rush	NI XP 0073OP X	Payroll no 0031 date june fri 11
gross pay	40hrs at £5	£ 200	
Deductions	NI	£ 10	
Pension		£ 10	
tax	at 25%	£ 50	
net pay		£120	

Q3) - The tax seems high - before I started they told me that it would only be a fraction of my pay. Can you help? Which fraction do they mean?

- a) 1/3 b) 1/2 c) 1/4 d) 1/5

Q4) - A big concern for me is my car. I bought it because I got the job. It will cost me £40 per month. I need to work out how much it will cost for the year and how much each week. I need your advice.

- 4a) How much will the car cost me per year?
- 4b) Can you round that to the nearest hundred?
- 4c) How much will the car cost me per week?

Q5) - According to them in the office, I've written my date of birth as:
'twenty-second of November, nineteen eighty-four'

Can you help me? How would I write this as a number?

Building Essential Skills Just the Job - Marking Sheet

Candidate Name _____

DOB _____

Course/Occupation _____

Date Taken _____

Numeracy

Topic Area	Score
Getting There	
Bus Fare	
Bus Timetable	
The Interview	
Question 3	
Question 4	
Question 5	
Question 7	
Orders & Equip	
Question 2	
Question 3	
Question 4	
Wages	
Question 1	
Question2 (net pay)	
Question 3	
Question4	
4a	
4b	
4c	
Question 5	
Total Score	

Literacy

Topic Area	Score
The Card	
Question 1	
Question 2	
Question 3	
The Interview	
Health & safety	
Question 1	
Question 2	
Question 6	
The Letter	
Correct Words	
Orders & equip	
Commas	
The Job	
The House	
Wages	
Payslip	
Total Score	

There are 16 possible marks in total for Numeracy and 43 possible marks for Literacy

It is suggested that applicants scoring less than 70% in total (41 marks) are offered a full Skills for Life assessment and extra support.

Contact the Building Essential Skills Aftercare service by visiting the website at:
www.buildingessentialskills.co.uk