

New Job – L2 Functional Skills questions

Name _____ Date _____

Emma is looking for a job.

She needs to consider a number of different things before she applies.

Emma sees the following job adverts.

Brummie Vets



Receptionist required
Mon – Fri. 9am – 4.30pm
£7.50 per hour.
1.5 overtime rate of pay
(max 3hrs per week)

Voni's Cafe



Vacancy – Waiter/ Waitress
Wed – Sat
Lunch shift - 10am – 3pm
Dinner Shift - 5pm – 8.30pm
£8.25 per hour
December bonus – extra 20% pay per hour

1. Which job pays the most per week? Show clearly how you get your answer.

- for Brummie Vets work out the weekly pay with and without 3 hours overtime
- for Voni's café work out the weekly pay from January to November and in December

New Job – L2 Functional Skills questions

Name _____ Date _____

2. What will the annual salary be for each job?

- Assume Emma will do 3 hours overtime every week at Brummie Vets.
- For Voni's café, Emma will work for 4 weeks in December.

3. Complete the table for both jobs.

Gross income per annum = Annual salary
Taxable amount = Gross income – Tax free allowance
Tax payable = 20% of the taxable amount
Net income = Gross income – tax payable
Weekly net income = Net income ÷ 52 (round to 2dp)

Job	Gross income per annum	Tax free allowance (2016-17 tax year)	Taxable amount at 20%	Tax Payable	Net income	Weekly net income
Brummie Vets		£11,000				
Voni's Café		£11,000				

Use the box to show your calculations.

New Job – L2 Functional Skills questions

Name _____ Date _____

Emma currently receives Jobseeker's Allowance. She lives on her own, is 27 years old and receives the maximum amount.

4. How much more per week will she earn if she gets
- the Brummie Vets job
 - the café job?

Age	JSA weekly amount
18 to 24	Up to £57.90
25 or over	Up to £73.10
Couples (both aged over 18)	Up to £114.85
Info correct as of 30 th Jan 2017 Source: www.gov.uk	

Write your answers and your working out in the box.

a)

b)

New Job – L2 Functional Skills questions

Name _____ Date _____

5. Emma receives a letter inviting her for an interview at Voni's Café.

The interview will be on Tuesday 21st February at 15:30.

Emma needs to work out what time she needs to leave home to go to the interview.

- Emma lives in Bearwood and the café is in Selly Oak.
- Her nearest bus stop is Bearwood, Hagley Rd.
- The walk from Selly Oak Sainsbury's to Voni's café takes 15 minutes.
- She wants to arrive at least 10 minutes before the interview starts.

Here is part of a bus timetable:

Monday to Friday

Dudley Road – Summerfield park	1410	1417	1425	1432	1445	1452	1502
Bearwood – Hagley Road (Arr)	1420	1427	1435	1442			
Bearwood – Hagley Road (Dep)	1422	1429	1437				
Harborne – War lane	1426	1433					
Selly Oak – Sainsbury's	1432						
Cotteridge – Watford Road	1440						
Kings Heath Church	1450						

a) Complete the bus timetable.

b) What is the latest bus she can catch to get to the interview on time?

Write your answer in the box below.

New Job – L2 Functional Skills questions

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6. Emma gets the job. She needs to write a job acceptance letter to the manager of the café (Voni).

Circle 10 spelling and grammar mistakes in the letter and write the corrections.

Dear voni,

I am verry pleased to accept the job offer as a waitress in youre café.

I looking forward to joining the team on Wenesday 8th March.

If theres any additional paperwork or information that you need

before i start, please let me no.

Thank you for the oportunity.

Yours' sincerely,

Emma Carr

Emma Carr

FUNCTIONAL MATHEMATICS Coverage and Range statements (indicative only)

Coverage and range statements provide an indication of the type of mathematical content candidates are expected to apply in functional contexts. Relevant content can also be drawn from equivalent National Curriculum levels and the Adult Numeracy standards. ✓ indicates the main coverage and range skills covered in this resource, although these may vary with the student group and how the resource is used by the teacher. Ofqual (2009), Functional Skills criteria for Mathematics: Entry 1, Entry 2, Entry 3, level 1 and level 2.

Level 1

- | | |
|---|---|
| <ul style="list-style-type: none"> a) Understand and use whole numbers and understand negative nos. in practical contexts ✓ b) Add, subtract, multiply and divide whole numbers using a range of strategies ✓ c) Understand and use equivalences between common fractions, decimals and percentages ✓ d) Add & subtract decimals up to 2 decimal places ✓ e) Solve simple problems involving ratio, where one number is a multiple of the other f) Use simple formulae expressed in words for one- or two-step operations g) Solve problems requiring calculation, with common measures, including money, time, length, weight, capacity and temperature ✓ | <ul style="list-style-type: none"> h) Convert units of measure in the same system i) Work out areas and perimeters in practical situations j) Construct geometric diagrams, models and shapes k) Extract and interpret information from tables, diagrams, charts and graphs ✓ l) Collect and record discrete data and organise and represent information in different ways m) Find mean and range n) Use data to assess the likelihood of an outcome |
|---|---|

Level 2

- | | |
|---|---|
| <ul style="list-style-type: none"> a) understand and use positive and negative numbers of any size in practical contexts ✓ b) carry out calculations with numbers of any size in practical contexts, to a given number of decimal places ✓ c) understand, use and calculate ratio and proportion, including problems involving scale d) understand and use equivalences between fractions, decimals and percentages ✓ e) understand and use simple formulae and equations involving one or two operations f) recognise and use 2D representations of 3D objects | <ul style="list-style-type: none"> g) find area, perimeter and volume of common shapes h) use, convert and calculate using metric and, where appropriate, imperial measures i) collect and represent discrete and continuous data, using information and communication technology (ICT) where appropriate j) use and interpret statistical measures, tables and diagrams, for discrete and continuous data, using ICT where appropriate. k) use statistical methods to investigate situations l) use probability to assess the likelihood of an outcome |
|---|---|

Level 1 Functional Skills English mapping

Ofqual (2009), Functional Skills criteria for English: Entry 1, Entry 2, Entry 3, level 1 and level 2.

Level 1 Writing skill standard: Write a range of texts to communicate information, ideas and opinions, using formats and styles suitable for their purpose and audience

Coverage and range statements

- a) Write clearly and coherently, including an appropriate level of detail
- b) Present information in a logical sequence
- c) Use language, format and structure suitable for purpose and audience
- d) Use correct grammar, including correct and consistent use of tense ✓
- e) Ensure written work includes generally accurate punctuation and spelling and that meaning is clear ✓

Reference: <https://www.gov.uk/government/publications/criteria-for-functional-skills-qualifications>