

# Sample Assessment for Functional Skills English Reading Level 2

## Fun Run

### Source Documents

**Note:**

**These materials relate to the Functional Skills English assessments that will be in use from September 2015**

**3748-013**  
**Level 2 Functional Skills English**  
**Reading**  
**Sample Assessment**

Fun Run

Source documents

**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 – email. Use this document to answer questions 1 to 3.



**Henry Smith**

To: [colleague@medicsabroad.org.uk](mailto:colleague@medicsabroad.org.uk)

From: **Henry Smith** ([hsmith@medicsabroad.org.uk](mailto:hsmith@medicsabroad.org.uk))

Sent: 26 Apr 2016 10:34am

Subject: **fundraising through fun-filled fitness!**

Dear Colleague

In your new role as fundraiser, I would like you to make all the arrangements for our annual fun run, the highlight of the Medics Abroad calendar. The race is in three months so you have plenty of time to deliver our best fun run yet. I appreciate it is quite a lot of work for one person to do but this has not proved a problem in the past. Please keep me updated on progress on a weekly basis so we can check plans are running smoothly and are on track.

It is a really big money spinner for the charity. We always ask every runner to attempt to raise £100 each through their own fundraising. Don't be afraid to make changes. I hear Just-Fund-It is a great organisation to link with for event fundraising, as they make it easy for individuals to collect sponsorship and spread the word about the event. We haven't used them before but I am told they can make sponsorship income rocket. Check to see if they have a website.

We have successfully raised money previously by selling refreshments and merchandise to runners and spectators on the day. Try to avoid burger and chip vans! As well as this, we can raise money from business advertising on the race day, and we could try offering the opportunities for businesses to have their logos on publicity materials. We have not made the most of the business sponsorship opportunities in the past.

You must ensure the race runs smoothly. We have an agreement with the council to use Longhill Park, but you will need to get in touch with them about licences for any of the stalls. We don't want a fine for illegal trading, do we?

You will need to arrange for a volunteer ambulance service to be in attendance in case of any injuries. Here is a link to one of the national charitable ambulance services: [www.theambulancepeople.com](http://www.theambulancepeople.com) They will probably charge us but that is understandable; we are all in the same boat. In any case, we have to comply with health and safety law so we must have first aid on site. You can do your own research as well; these are just starting points.

The fun run is about allowing people to enjoy themselves and meet a challenge. But most of all, it is about raising vital funds for our lifesaving work. We are relying on you to make this a success. Those children abroad that our doctors and nurses help are all the motivation you need.

Regards  
Henry Smith



**Medics Abroad**

T: 0109 232 9967 | E: [hsmith@medicsabroad.org.uk](mailto:hsmith@medicsabroad.org.uk)

http://Just-fund-it.com/fundraising

**JUST-FUND-IT** We care because you do **SIGN UP**

**SPONSORS** **FUNDRAISING** **TYPES OF FUNDING** **ALL ABOUT US** **BLOG SPOT**

### Your free online sponsor page with Just-Fund-It EVENT FUNDRAISING

Research has proven that online fundraising is a successful way to raise money, especially if you follow our helpful hints to maximise donations to your web page. As the UK's premier event fundraising specialists we can even take care of it all for you. No set up fees, just fantastic fundraising support.

Individuals and organisations can create free event pages to promote events and collect sponsorship using the Just-Fund-It FREE service (upgraded services are also available). The key advantages to the free basic event pages are:

- It creates a sense of momentum for the event with regular updates and reminders to your social media contacts.
- Charities can promote their event and give a consistent message about how the money raised will be used.
- People are shy about asking for sponsorship. Just-Fund-It events pages will post notifications on participants' social media accounts to explain what they are doing and ask for sponsorship on their behalf.

Just-Fund-It also offers a competitive marketing service which will provide full event publicity.

#### EVENT ESSENTIALS

<b>Don't forget what, when and where details.</b> 	<b>Tell your organisation's story</b> 	<b>Set a realistic fundraising target.</b> 	<b>Highlight the most generous donations.</b> 	<b>Include testimonials from previous events.</b> 
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### Planning your event

Just-Fund-It make no charge for promoting your event and collecting your sponsorship. However, if you need additional support at the planning stages, we can provide you with the services of an event planner who can take care of all the practicalities for a small fee. If you don't want to use our event planner, let us suggest that you start your planning at least 6 months in advance, and you spread the work load throughout a team, rather than leaving it to one person. Make sure you keep everyone updated on progress on a weekly basis.

### What we need from you

To access our services please provide us with a copy of your charity registration number and full details of the health and safety measures you have put in place for any public event. Health and Safety Law requires first aid services to be in attendance. The same legislation insists that all public charity events are risk assessed, and fire evacuation plans are required for events with over 200 spectators. We will also want to see a hire agreement or licence for the use of any premises by your event. In order for our services to work well, the public need to have confidence in our organisation, so we can't take a risk fund raising for events which are not properly organised.

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# The Ambulance People

## Essential for your event



[HOME](#) [ABOUT US](#) [EVENTS](#) [CONTACT US](#)

The Ambulance People deliver first aid at events across the country, including:

- **Major sporting fixtures**
- **Music festivals / street carnivals**
- **Exhibitions**
- **Air shows**
- **Horticultural shows**
- **County / local events**

### Providing first class medical cover for your event

The Ambulance People is an award winning provider of first aid services. Each year, our event services are present at thousands of events around the country. When accidents or illnesses occur at events, the outstanding skills of our personnel can prevent further harm and help save lives. We provide the best first line emergency response.



### The Ambulance People Event Cover

Health and Safety law requires all public events to be attended by a minimum of one qualified first aider. A further requirement is to have a comprehensive medical emergency plan. In addition to legal requirements we can also provide first aid and medical services, tailored to the requirements of each individual event. Our additional services include: qualified first aiders, a nationwide fleet of professionally equipped ambulances and qualified crew, registered nurses, paramedics and doctors, mobile treatment centres, state of the art radio communications and mobile command centres. We have the latest equipment, including oxygen therapy kits, defibrillators, carry chairs and stretchers.



As an added bonus, all events which book our services feature in our widely read newsletter, which goes out on a monthly basis. The earlier you book with us, the more editions your event will feature in. We also have an events page on our website and your event will be listed there too. These provide much needed publicity and link your event to a name that is highly respected.

### We are proud of our unrivalled reputation for the provision of safe, high quality care.

*Thanks Ambulance People, the level of care was outstanding. Very reassuring to have experienced staff. (James, Ledstone Half Marathon)*

*We used Ambulance People for our festival. They were great, reasonably priced and we had a couple of casualties who were dealt with efficiently. The quality of care really stood out. (MoreFest Music)*

*Great value for money, thanks! (Ashview Tennis Tournament)*

*Would definitely use Ambulance People again. Excellent standard of care which showed a high level of expertise and knowledge. (Johnstown School PTA)*

### GET A QUOTE:

We will need to know the following information:

**Date and time**

**Venue/location**

**Type of event**

**Numbers attending/participants**

**Any special requirements**

Once we have received your information we will carry out a risk assessment and quote for the level of cover we recommend. The more notice you can give us, the more likely it is that we will be able to provide cover for your event. Large events often need planning up to twelve months in advance.

**Contact:**

**0665 232 1434**