

# Sample Assessment for Functional Skills English Reading Level 1

## Time and Money

Source Documents

**Note:**

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

**3748-010**  
**Level 1 Functional Skills English**  
**Reading**  
**Sample Assessment 1**  
Time and money



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.**

# Make some extra cash in your spare time

The idea of making a bit of extra cash in your spare time probably sounds very appealing. It's much easier than it sounds.



by Ross Stonier

## Get a part-time job

As well as helping you to get some extra cash, a part-time job in your spare time can be a great way of getting experience.

If you know where you want to work, phone or visit them to ask if they have any jobs available. If the company has a website, check it out.

Look at the jobs section of your local paper. It may have some interesting vacancies which could help you to learn new skills.

Send your CV to companies who you think might suit your skillset. Even if they don't have work now, they can keep your CV on file for later vacancies. Talk to lots of people, including friends, family, teachers and carers and tell them what you're looking for. Even if they can't offer you work they might know of something else that's on offer, which could lead to making new contacts that may be useful in the future. They could even be on the lookout for vacancies for you.

You could register with a recruitment agency. They offer all kinds of different jobs and may specialise in certain sectors of work like customer service or catering. Book an appointment with a Job Centre Plus advisor, as companies will use Job Centre Plus to advertise job vacancies.

At the very least, working part time is a sure fire way to make new contacts in the world of work. Who knows where that may lead?

## Use your hidden talents

What are you able to do well where others struggle? Can you mend bikes? If your computer stops working properly, is it you who always fixes it? You could use these skills to make money. Be creative and think outside the box.

If you can dust and vacuum, you're in luck. There is a huge demand for cleaners. You can earn £5-£10 an hour.

## Sell your junk

Thousands of people go to car boot sales every week. Pitches cost about £5 to £10 a day and it is not uncommon to walk away with a profit of at least £40 after a day's trading. To find out where to flog your booty, check out Carbootjunction.com.

Have a clear out. Use eBay to turn that sleeveless jacket (which came in and out of fashion in a week) into hard cash. It's everyone's best friend when it comes to getting rid of junk.

Sell all your old CDs and DVDs. You can earn anything from 10p to £20 per item. Sell them for free on Amazon Trade-In, Gumtree or Preloved. Sites like MusicMagpie pay you instantly for unwanted CDs and DVDs.

Keep your eye on local newspapers, adverts in shop windows and notice boards for details of jumble sales and car boot sales where you can sell your stuff.

jobcentreplus

Search for jobs online at  
[www.gov.uk/contact-jobcentre-plus](http://www.gov.uk/contact-jobcentre-plus)

Car boot sale every Sunday at  
7am-1pm in Dowbury.  
Sellers phone: 021 204 6391

http://VolunteeringFun.com/

# VolunteeringFun.com

CAMPAIGNS **FESTIVALS** SPORTS COACHING ANIMALS & WILDLIFE HISTORIC BUILDINGS

Search volunteer agencies: Name :  Region :

## Volunteering

Volunteering is a great thing to do. You can learn new skills, gain experience, face fresh challenges, make friends, enjoy being part of a team and most of all have fun helping to make events happen.

### Major festivals

Major festivals always require extra help from volunteers. For example, the bigger festivals will need help with directing cars, and you can always guarantee that festivals will need litter-pickers. To increase your chances of being invited back year after year you need to demonstrate enthusiasm.

You can apply online to volunteer to work as part of the backstage crew at festivals with [Site Staff](#). Your application would be helped if you included a CV and details of relevant experience. You'll have to work for around 24 hours, in shifts before, during or after the event, so the best volunteers are always flexible. You have to pay a deposit of £100-£175, depending on the festival, which will be returned upon completion of the work.

[Soundbox](#) provides volunteers for a variety of tasks, from assisting festival goers with directions to helping them pitch their tents. If your application is successful, you'll have to work three 8-hour shifts.

Another option is to check directly with festival organisers to see if they're looking for volunteers. They usually have a dedicated area on their website. A common trait of volunteers whose services are always required is that they are friendly.

### Opportunities with charities

Charities like [Samaritans](#) and [Oxfam](#) look for volunteers to help at festivals. Oxfam provides stewards who have to work three shifts over the duration of festivals like Glastonbury and Latitude. You're too late for this year, but keep an eye on the application page for details of next year's opportunities.

### Paid work at a festival

KC Services pay people to work at festivals. You will have to work a few shifts as either a safety steward or a traffic marshal. During your shift, food will be provided. Any time you are not on duty, you will have free access to enjoy the festival. You can apply online. You'll have to be over 16 or 18, depending on the job.

If all else fails, form your own band. Who knows? Your band may be asked to play at a festival!

[Find festivals near you](#)

[Browse all regions](#)

[Get into big festivals free by working](#)

**Volunteering opportunities with charities:**

[WWF](#)

[British Heart Foundation](#)

[Water Aid](#)

**To make contact with past festival volunteers click on the link:**

[Join the Forum](#)

VolunteeringFun.com copyright 2015

Source document 1 adapted from -  
<https://nationalcareersservice.direct.gov.uk>  
<http://www.savethestudent.org/make-money>  
Image from google images  
Job centre plus image =<http://fis.bradford.gov.uk/fis>

Source document 2 adapted from -  
<http://www.savethestudent.org/make-money>  
<http://www.moneysavingexpert.com/deals/free-uk-festivals>  
Image from google images  
Social Media Icons: <http://imgkid.com/social-icons-vector-black-and-white.shtml>