



## NCFE Level 2 Functional Skills Qualification in English (603/5054/4)

### Paper Title: Level 2 Functional Skills Qualification in English: Reading

Paper number: P00XXX Sample Assessment Materials

**Time allowed:** 1 hour

#### Learner instructions

- Use black or blue ink.
- Answer **all** questions.
- Read each question carefully.
- Write your responses in the spaces provided.
- All of the work you submit **must** be your own.

#### Learner information

- The marks available for each question are shown in brackets.
- The maximum mark for this paper is 30.
- The use of a dictionary is permitted.

To be completed by the examiner	Mark
Section 1	/ 9
Section 2	/8
Section 3	/ 6
Section 4	/ 7
TOTAL MARK	/ 30

Please complete the details below clearly and in BLOCK CAPITALS.

Learner name \_\_\_\_\_

Centre name \_\_\_\_\_

Learner number

Centre number

**Do not turn over until the invigilator tells you to do so.**

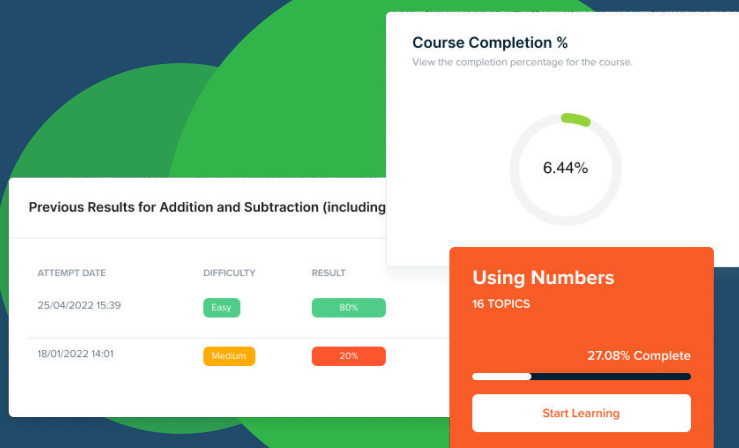
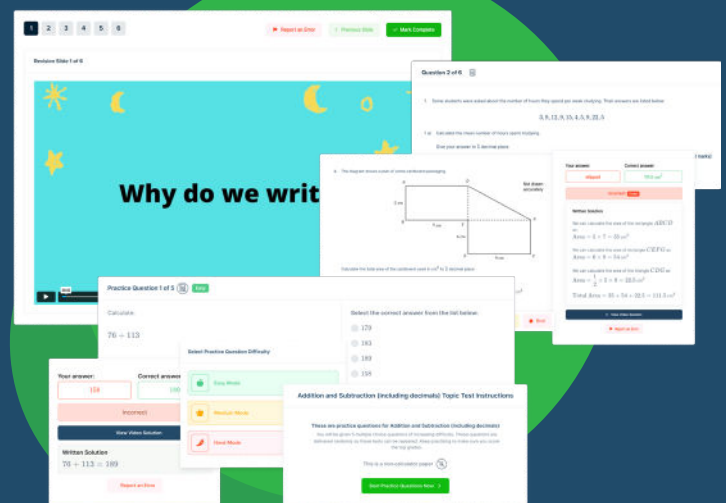


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**SAMPLE**

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# UK TODAY

## Greedy Public Service Bosses

By Hannah Moore

Most of us have had a decade of pay cuts, pay freezes and spending cuts. We have been trying hard to live on lower wages when the cost of living has gone up.

But the bosses who should be working to serve the public – in our hospitals, our universities, our police forces and our councils – have been cashing it in. They have been lining their own pockets and cheating the taxpayer out of millions of pounds.

### What we have uncovered

- The leader of a hospital who is paid £1.26 million a year despite the hospital being in financial trouble.
- Council leaders earning over £400,000 a year whilst at the same time cutting services to local people.
- A council boss who claimed over £2,000 a month for his Porsche.
- University leaders paid in excess of £400,000 a year.

Nursing wages are going down. The pay of NHS nurses will have fallen by 12% by the end of this decade, yet some hospital bosses have given themselves huge pay rises. A shocking number of managers in the NHS are paid more than £100,000 a year. Is it any wonder our health service is in crisis?

And what about our police forces? Police chiefs have complained about the cuts to services but some of them are reported to be on more than £200,000 a year. The starting wage for a recruit is under £20,000.

Some of the most shocking examples come from our university leaders. Even some of those in charge of universities with the poorest results are paid massive salaries.

Pay awards for those who work in public services are supposed to be clear for all to see. Many of the details of these pay deals are hidden in the small print.

### Action

To discover more about inequality in public sector pay, go to [www.hmoore.biz](http://www.hmoore.biz).

## Section 1

The questions in this section refer to **Document 1**.

This section has a possible **9 marks** available.

Answer **all** questions in the spaces provided.

- 1** In paragraph 2 of Document 1, the writer repeats the word 'our' several times. Give **two** reasons why she has done this

**[2 marks]**

To emphasise that the services are funded by, and belong to, the taxpayer.

To stress that the people who work in these services should be working to help the taxpayer, not just themselves.

- 2** Give **two** phrases that imply the writer considers public sector managers to be selfish.

**[2 marks]**

'Council leaders earning over £400,000 a year whilst at the same time cutting services to local people.'

'They have been lining their own pockets and cheating the taxpayer out of millions of pounds.'

- 3** Why has the writer used **each** of the following organisational features?

a) Sub-heading.

**[1 mark]**

To split the text into different sections

b) Bullet points.

**[1 mark]**

To break up the text into information about different jobs in order to make it easier to read

- 4** Give **two** reasons why the writer has made use of so many statistics in Document 1. **[2 marks]**

To persuade the reader that the information about public sector pay is factual and  
verifiable

To help the reader understand the discussion of pay comparisons in the text

- 5** Give **one** reasons why a reader would visit the website referred to at the end of Document 1. **[1 marks]**

They want to know more about public sector pay

**This page is the end of section 1.**

**Please turn over for the next section.**

## Association of Senior Management (ASM)

### *Report on 'Risks to Public Sector Management' – Executive Summary*

#### **Introduction**

There have been widespread negative comments in the media about the pay of senior managers in the public sector such as those working in the NHS, police and education. Our research found that there is a great risk that managers in the public sector feel victimised and unrewarded. This is evidenced by a significant increase in the numbers of unfilled public sector vacancies at the highest level. One of the principal reasons is that managerial staff can command much higher wages for the same skills if they work for privately owned companies.<sup>1</sup>

#### **Comparison**

Senior managers in the private sector in the UK can expect to take home a six-figure salary. With bonuses, many earn more than £1 million a year. By comparison, those working in the public sector lag far behind.

Better pay is just one factor. Attractive benefits coupled with differences in cost of living can make a significant difference to the real benefits of a particular job. For example, research shows that a university leader in Australia is not only paid twice as much as his or her British counterpart, but that other benefits, such as health insurance, relocation expenses and extended holidays, make the job even more appealing. Over half of applications for leadership jobs at a top university in Australia were from UK-based applicants.<sup>2</sup>

#### **Choices**

The apparent witch-hunt\* against senior managers in the public sector means society is faced with a stark choice. The first option is to stop paying them for their skills and professionalism and apparently 'save money', which will result in many experienced managers leaving for a life in the private sector or abroad. The other option is we can value these high-flying managers and pay them fairly, to ensure public services in the UK remain in the hands of dedicated professionals.

#### **Summary**

Unless our public sector managers feel valued, research indicates that they will continue to leave the sector altogether.<sup>3</sup> To encourage managers to stay in public jobs in health, education and police, it is recommended that their pay and benefits should be increased to match the level of responsibilities they have.

<sup>1</sup> 'Survey of Management Pay' - Glasgow University Nov 2017

<sup>2</sup> 'Where to work' - International Economist magazine Jan 2018

<sup>3</sup> Annual wage comparisons - Dept for Employment July 2018

\* The term 'witch-hunt' was first used in the Middle Ages when thousands of women were accused of practising witch-craft and were burnt at the stake. Nowadays it is used to describe any campaign against a particular group of people.

## Section 2

The questions in this section refer to **Document 2**.

This section has a possible **8 marks** available.

Answer **all** questions in the spaces provided.

**6** What **best** describes the tone of Document 2?

- A** Serious
- B** Optimistic
- C** Polite
- D** Sarcastic

Answer   A  

[1 mark]

**7** Give **two** words that identify the style of writing used.

[2 marks]

Formal

Informative

**8** Document 2 states 'Over half of applications for leadership jobs at a top university in Australia were from UK-based applicants.' Where was this fact previously published?

[1 mark]

'Where to work' in the International Economist magazine, January 2018



- 9** Describe **two** ways in which the writer presents a positive image of managers in the public sector. **[2 marks]**

They use positive language like 'fair' and 'equitable'.

They compare their pay with the payment given to managers in the private sector.

- 10** Which section mentions the possibility of increasing the pay of managers in education?

- A** Introduction
- B** Comparison
- C** Choices
- D** Summary

Answer   D  

**[1 mark]**

- 11** What is the meaning of the phrase 'witch-hunt' as used under 'Choices' in Document 2?

**[1 mark]**

It means that people are campaigning against the high pay of senior managers.

**This is the end of Section 2**

**Please turn over for the next section**

SAMPLE

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## Document 3

# YOUR VOICE

The discussion board where you can sound off on things that matter to you.

## Forum



### This week's topic is 'Public Sector Pay and Inequality'.

Posted: Today



Ray

I'm a senior manager in a large hospital and I'm paid far less than I could earn at most private companies. And before someone asks, the reason I stay at my job is that I take pride in working for the NHS, helping in some small way to improve the lives of others. You don't get that feeling working for HSBC or Google!

What does concern me, however, is that 33,000 nurses left the NHS last year and recruitment of new staff is almost impossible. The NHS is facing a 15% increase in demand every year. Although I received a reasonable pay rise last year, nurses only received a miserly 1.2% pay increase. You do the maths!

Posted: Today



Cecil

For all those who complain how much some people get paid, I have a message – shut up and pay up. The highest compliment you can pay someone is to be jealous of them.

Posted: Today



Cal

Get rid of the parasites that are milking the system. Who's going to miss a few managers in the NHS? Or a copper sitting in an office? Or some geezer in an ivory tower? We need nurses, lecturers, and bobbies on the beat. Let's get back to reality before it's too late!

Posted: Today



Rahima

I'm a student with a massive debt which will take years to pay back. However, once qualified, I hope to get a job that pays well, possibly with the police or health service. I'm happy to see managers paid a good salary for what they do. It means that I will be able to pay off my student debt, earn a decent salary and pay my taxes so everyone benefits.

### Section 3

The questions in this section refer to **Document 3**.

This section has a possible **6 marks** available.

Answer **all** questions in the spaces provided.

- 12** Identify **one** fact and **one** opinion stated in Document 3.

[2 marks]

..... Fact: 'The NHS is facing a 15% increase in demand every year.' .....

..... Opinion: 'The highest compliment you can pay someone is to be jealous of them.' .....

.....  
.....

- 13** Give **two** reasons why Rahima thinks it is worth getting into debt as a student in order to gain a qualification

[2 marks]

..... She will be able to pay off her student debt if she gets a well-paid job. ....

..... She will earn a 'decent salary'. ....

.....  
.....

- 14** Consider Cecil's contribution. Give **two** examples of what he is implying.

[2 marks]

..... He implies that some people should 'shut up' and stop complaining about high .....

..... wages in the public sector. ....

..... He implies that some people are envious or 'jealous' of the high wages. ....

.....

## Section 4

Questions in this section refer to multiple documents.

This section has a possible **7 marks** available.

Answer **all** questions in the spaces provided.

- 15** Compare the views of Ray in Document 3 with the views expressed in Document 1, and how these views are conveyed.

**[3 marks]**

In Document 1, the writer uses convincing statistics like 'the pay of NHS nurses will have fallen by 12% by the end of this decade' to support their view that greedy managers in the public sector are 'lining their pockets' and 'cheating the taxpayer' out of their money. Ray agrees with Document 1 that nurses should be paid more, and similarly uses statistics to support this, explaining that 'nurses only received a miserly 1.2% pay increase' in the past year.

Document 1 repeatedly uses the word 'our' to engage the reader and convince them that the issue of public sector pay affects them. Ray similarly uses direct address when he writes 'You do the maths!'. This exclamation is intended to make the reader believe that they can personally verify his statements, convincing them to agree with his opinion.

While Document 1 argues against public sector managers, Ray is a manager himself, and he presents himself as a hero who is working to 'improve the lives of others' rather than receiving higher pay in a private-sector job.

**Please turn over for the next question**

**16** Analyse all **three** documents and explain which document is the **most** biased.

**[4 marks]**

Document 1 is the most biased as it uses emotive language like 'shocking' and 'cheating' to convince the reader that their view is accurate. The writer demonises public sector managers as 'greedy', and uses rhetorical questions like 'Is it any wonder our health service is in crisis?' to convince the reader that pay for non-managerial public service positions needs to be increased.

Document 2 is also biased, but slightly less than Document 1, as it generally avoids hyperbolic language (with the exception of calling cries for a reduction in pay for managers a 'witch hunt'), and it does not use direct address to persuade the reader. Instead, it uses formal language and a range of persuasive, research-based facts such as 'research indicates that they will continue to leave the sector altogether'.

Document 3 is the least biased as it offers multiple points of view. Ray argues that senior managers are providing a heroic service to the community 'to improve the lives of others', but Cal uses informal language and hyperbole to present the opposing view that we should 'get rid of the parasites milking the system'.

**This is the end of the external assessment.**

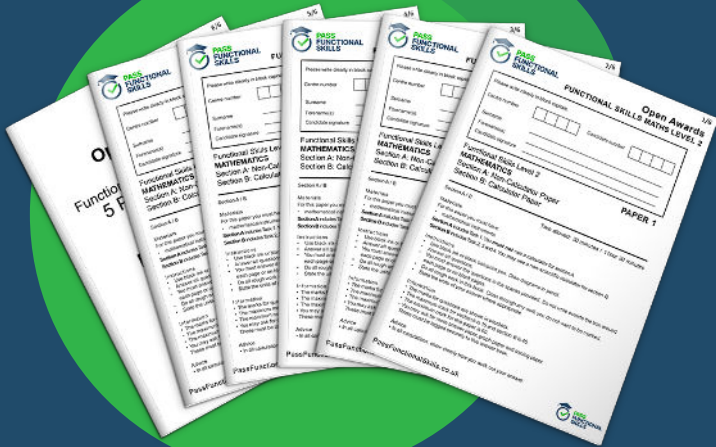
**[Total: 30 marks]**

**SAMPLE**

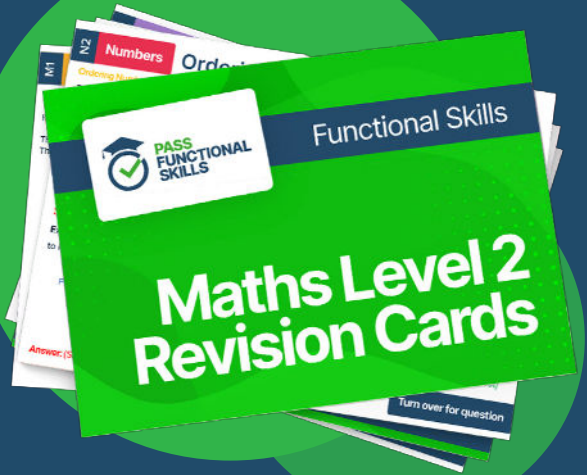
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