Paul Robbins training and consultancy

AAT Access Award in Business Skills

Progress Test Model Answer

Question 1

Tick the correct box to show which business sector each of the business organisations listed below belongs to:

	Private Sector	Public Sector	Charity Sector
Kentucky Fried Chicken (KFC)	✔		
National Health Service (NHS)		✔	
Guide Dogs for the Blind			✔
Marks and Spencer PLC	✔		
Cancer Research UK			✔

Question 2

Your friend would like to open an animal sanctuary which would be run as a charity. They have asked you how charities are funded.

List three sources of income that a charity may have.

Source 1	**Donations**
Source 2	**Bequests**
Source 3	**Income (e.g. from charity shop sales)**

Question 3

Tick the correct box to show which type of business organisation is being described from the descriptions below:

	Sole Trader	Partnership	Limited Company
You can combine your money to afford things you could not afford alone		✔	
You are your own boss and can decide how many hours you will work and when	✔		
In the case of bankruptcy, you will only lose the amount of money you invested			✔
In the case of bankruptcy, you are potentially liable for everyone's debts		✔	
You can share out the workload and arrange cover for holidays and sickness		✔	

Question 4

State three sources of information when searching for a job:

Source 1	**Newspaper adverts**
Source 2	**Recruitment agencies and websites**
Source 3	**Jobcentre Plus**

Question 5

What is meant by a 'Job Description'?

A job description is a broad statement of the purpose, scope, duties and responsibilities of a job.

Question 6

What is meant by a 'Person Specification'?

A person specification is a detailed illustration of the kind of person most suitable for the job. It contains a list of the attributes that the ideal candidate would possess and by which candidates for the job can be measured.

Question 7

You have been asked to sort the following criteria to determine where they will appear on a Person Specification:

	Knowledge / Experience	Skills	Personal Qualities
Hard working			✔
Excellent communicator		✔	
Outstanding team player			✔
Previously worked in sales	✔		
Confident telephone manner		✔	
Able to use Microsoft Office	✔		
Full UK driving license holder		✔	

Question 8

Your friend has been offered an interview for the role of Administration Assistant and has asked you to help them come up with some questions that they are likely to be asked at the interview.

Write down five questions that they are likely to be asked at their interview.

Question 1	*What made you apply for this job?*
Question 2	*What are your main strengths?*
Question 3	*What are your areas of weakness?*
Question 4	*Can you give an example of when you worked well in a team?*
Question 5	*Why do you think you are a good fit for this job?*

Question 9

Which of the following things should and should not be included on your CV?

	Should be included on CV	Should not be included on CV
Personal profile	✔	
Your photograph		✔
Previous employment history	✔	
Education and qualifications	✔	
Countries you have visited		✔
Contact details	✔	

Question 10

Calculate the gross profit and net profit figures for the following business from the information below:

Cost of Sales	**£72,150**
Office Expenses	**£8,340**
Staff Wages	**£37,225**
Sales	**£189,400**
Motor Expenses	**£5,085**
Rent and Rates	**£12,590**

Gross Profit

£189,400 – £72,150 = £117,250

Net Profit

£117,250 – £8,340 – £37,225 – £5,085 – £12,590 = £54,010

Question 11

90 football supporters were surveyed after a football match to see how they travelled to the match. The results were as follows:

18 supporters travelled by bus

36 supporters walked to the match

9 supporters travelled by car

27 supporters travelled by train

What is the fraction of supporters that travelled by bus?

18 / 90 = 1 / 5

What is the fraction of supporters that walked to the match?

36 / 90 = 2 / 5

What is the fraction of supporters that travelled by car?

9 / 90 = 1 / 10

What is the fraction of supported that travelled by train?

27 / 90 = 3 / 10

Question 12

A bus has a maximum capacity for transporting 60 people. The bus company has provided you with the following information about one of its bus routes:

On Monday the bus was 3 / 4 full

On Tuesday the bus was 4 / 5 full

On Wednesday the bus was 11 / 12 full

On Thursday the bus was 9 / 10 full

On Friday the bus was 5 / 6 full

How many people travelled on the bus on Monday?

60 x 3 / 4 = 45 people

How many people travelled on the bus on Tuesday?

60 x 4 / 5 = 48 people

How many people travelled on the bus on Wednesday?

60 x 11 / 12 = 55 people

How many people travelled on the bus on Thursday?

60 x 9 / 10 = 54 people

How many people travelled on the bus on Friday?

60 x 5 / 6 = 50 people

Question 13

A class of 48 students took a business studies course. The results are as follows:

4 students failed the course

12 students gained a 'Pass'

24 students gained a 'Merit'

8 students gained a 'Distinction'

What is the ratio of students who failed the course to total students? (express your ratio in its simplest terms)

1:12

What is the ratio of students who gained a 'Pass' to total students? (express your ratio in its simplest terms)

1:4

What is the ratio of students who gained a 'Merit' to total students? (express your ratio in its simplest terms)

1:2

What is the ratio of students who gained a 'Distinction' to total students? (express your ratio in its simplest terms)

1:6

Question 14

Calculate the percentages that students achieved from the following exam results:

Student one scored 32 / 40 marks

Student two scored 45 / 60 marks

Student three scored 36 / 45 marks

Student four scored 35 / 50 marks

What percentage mark did student one score?

(32 / 40) x 100 = 80%

What percentage mark did student two score?

(45 / 60) x 100 = 75%

What percentage mark did student three score?

(36 / 45) x 100 = 80%

What percentage mark did student four score?

(35 / 50) x 100 = 70%

Question 15

A business normally sells an item for £1,000.

Customer A is entitled to a 15% discount on the normal selling price of the item.

The business has to add VAT at 20% to the price they charge Customer A for the item.

What is the total price that Customer A pays for the item?

Discount: £1,000 x 15% discount = £150

Discounted amount: £1,000 – £150 = £850

VAT: £850 x 20% = £170

Total price: £850 + £170 = £1,020

Question 16

10 men were surveyed for trouser waist size and the results were as follows:

32 Inches
34 Inches
30 Inches
34 Inches
42 Inches
32 Inches
40 Inches
36 Inches
34 Inches
36 Inches

Calculate the range

Range is 12 inches (42 inches – 30 inches)

Identify the mode

Mode is 34 inches

Calculate the mean

Mean is 350 inches / 10 men = 35 inches

Question 17

List five policies and procedures that you will normally have to comply with when working in an office environment.

Policy 1	*Punctuality*
Policy 2	*Dress code*
Policy 3	*Health and safety*
Policy 4	*Social media*
Policy 5	*Personal phones*

Question 18

Which of the following are appropriate behaviours and which are inappropriate behaviours for workplace meetings?

	Appropriate behaviour	Inappropriate behaviour
Look out of the window		✔
Take notes of what is said	✔	
Make eye contact with the speaker	✔	
Interrupt the speaker		✔
Reply to work emails on your tablet		✔
Ask questions to clarify points	✔	

Question 19

What are the three key characteristics of teams?

Characteristic 1	**Sharing a common goal**
Characteristic 2	**Being committed to achieving the goal by working together**
Characteristic 3	**Enjoy working together to achieve the goal**

Question 20

Which of the following passwords would be most secure?

Brighton	
Brighton1	
Br1ght0n_1	✔