



THE INSTITUTION OF FIRE ENGINEERS  
Founded 1918 • Incorporated 1924

## IFE Level 3 Certificate in Fire Science, Operations, Fire Safety and Management

# Unit 4: Management and Administration in Fire and Rescue Services (Y/505/5752)

## SAMPLE QUESTIONS

### Introduction

This document has been provided to aid candidates in their preparation for the IFE Level 3 certificate in Fire Science, Operations, Fire Safety and Management. The document is in two parts:

Part 1: A selection of sample questions mapped to the syllabus for Unit 4: Management and Administration.

Part 2: A copy of the front cover of the examination paper, enabling candidates to familiarise themselves with the instructions for responding to the examination paper.

### Part One - Sample Questions

#### Information about the Examination

The examination is one hour in duration. There are two sections:

#### Section One

There are 15 marks available for this section of the examination. It contains 15 multiple choice questions and each question is worth one mark. Questions may target any assessment objective identified within the unit. Candidates should attempt all questions in this section of the examination.

#### Section Two

There are 35 marks available for this section of the examination. Questions in this section take the form of short written answer questions and provide candidates with the opportunity to

demonstrate their knowledge and understanding across the content specified in the unit. The marks allocated to each question are shown on the examination paper. Candidates should attempt all questions in this section of the examination.

### Sample Multiple Choice Questions

Which one of the following departments ensures that an organisation employs people in the correct manner?

- a) Operations
- b) Marketing
- c) Human Resources (Ans)
- d) Finance

Syllabus reference, 1.1

In terms of health and safety, the *Safe Person Concept* may be defined in which one of the following ways?

- a) Ensuring that accidents do not occur
- b) Appointing specialist safety advisers
- c) Providing firefighters with appropriate firefighting clothing
- d) Having support systems in place to ensure people are safe (Ans)

Syllabus reference, 1.6

According to McGregor's behavioural theory, which THREE of the following are examples of Theory "Y" behaviours?

- i) Learning to seek responsibility
  - ii) Displaying innovative and creative behaviour at work
  - iii) Requiring coercion in order to achieve goals
  - iv) Exercising self-direction at work
- a) i, ii, iii
  - b) i, iii, iv
  - c) i, ii, iv (ans)
  - d) ii, iii, iv

Syllabus reference, 2.3

Which THREE of the following are examples of *capital expenditure*?

- i) Improvement to buildings
  - ii) Purchase of vehicles
  - iii) Payment of taxes
  - iv) Installation of IT systems
- a) i, ii, iii
  - b) i, iii, iv
  - c) i, ii, iv (ans)
  - d) ii, iii, iv

Syllabus reference, 3.2

Which THREE of the following would be taken into account when carrying out a *training needs analysis*?

- i) Introduction of new equipment
- ii) Skills needed by individuals to carry out a job role
- iii) Personal interests of individuals

iv) Organisational objectives

a) i, ii, iii

b) i, iii, iv

c) i, ii, iv (ans)

d) ii, iii, iv

Syllabus reference, 4.1

### Sample Short Written Answer Questions

Guidance note to candidates: When responding to short answer questions, candidates are advised to note the instructions provided in the question and also the number of marks available. For example, a question that includes the instruction “state three” and indicates that there are three marks available requires three brief points; likewise, a question with an instruction to “explain” something and which has six marks allocated to it requires six in-depth points relevant to the question asked in order to secure each of the marks available.

Explain the purpose of a *person specification*. Identify two items that would be included in a personal specification, stating why each would be included. (4 marks)

Syllabus reference, 1.2

Explain the importance of setting targets for an individual who has been performing poorly. (5 marks)

Syllabus reference, 2.4

Explain what is meant by *revenue expenditure* and give two examples of this type of expenditure. (4 marks)

Syllabus reference, 3.2

Identify and explain three ways in which an organisation might evaluate the benefits of a specific training programme. (6 marks)

Syllabus reference, 4.1

### **Part Two - Examination Paper Instructions**

Instructions for candidates undertaking the examination are provided on the front cover of the question paper. A copy of the front cover is provided below.

Candidates are required to complete the answers to the multiple choice questions on the relevant page of the answer book (page 2, which is on the reverse of the front cover of the answer book). A copy of the format of this page is provided below.

# L3C4



THE INSTITUTION OF FIRE ENGINEERS  
Founded 1918 • Incorporated 1924

**IFE Level 3 Certificate in Fire Science, Operations,  
Fire Safety and Management**

## **Unit 4: Management and Administration in Fire and Rescue Services (Y/505/5752)**

### **SAMPLE EXAMINATION PAPER FRONT COVER**

#### **Instructions to Candidates**

1. You **must** use the answer book to record all of your answers.
2. This examination paper contains two sections. You must answer **all** questions in both sections of the examination paper.
3. At the end of the examination, the answer book and this question paper will be collected by the invigilators. You will not be allowed to keep any examination stationery.
4. The time allowed for this examination is **one hour**.

**EXAMINATION REFERENCE NUMBER**

L	3	C	
---	---	---	--

**CENTRE NUMBER**

--	--	--

**CANDIDATE NUMBER**

--	--	--	--	--



**THE INSTITUTION OF FIRE ENGINEERS**  
Founded 1918 • Incorporated 1924

**IFE Level 3 Certificate in  
Fire Science, Operations, Fire Safety and Management**

**Sample Answer Book Cover**

**Instructions to Candidates**

1. Write your **Examination Reference Number**, **Centre Number** and **Candidate Number** in the correct spaces at the top of this page. Please do not write in the grid below.
2. The answers to the multiple choice questions must be recorded on page 2 in this answer book. The responses to the written response questions should be provided on the lined paper in this answer book.
3. You should use a pencil when your answers to section 1 (multiple choice); the answers to questions in section 2 of the examination should be written in pen.
4. Any rough work should be crossed out.
5. At the end of the examination, the question paper and this answer book will be collected by the invigilators. You will not be allowed to keep any examination stationery.

<b>Section</b>	<b>Multiple Choice Questions</b>	<b>Short Written Response</b>	<b>Marker's Initials</b>	<b>Total Mark</b>	<b>Grade</b>
<b>Original Mark</b>					
<b>Moderated Mark</b>					
<b>Final Mark</b>					

# MULTIPLE CHOICE QUESTION ANSWER SHEET

Please use a pencil to record your answers.

Please identify **only** one of the four options provided

Mark your answers by striking them through like this:

1 [a] [b] ~~[c]~~ [d]

Please do NOT mark with ticks, crosses or circles. If you make a mistake, erase it completely.

1 [a] [b] [c] [d]

11 [a] [b] [c] [d]

2 [a] [b] [c] [d]

12 [a] [b] [c] [d]

3 [a] [b] [c] [d]

13 [a] [b] [c] [d]

4 [a] [b] [c] [d]

14 [a] [b] [c] [d]

5 [a] [b] [c] [d]

15 [a] [b] [c] [d]

6 [a] [b] [c] [d]

7 [a] [b] [c] [d]

8 [a] [b] [c] [d]

9 [a] [b] [c] [d]

10 [a] [b] [c] [d]

**Score:**