

Unit Title: Job Seeking Skills	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	HC6/1/LQ/011
Ofqual Unit Reference Number:	J/506/0736

*This unit has 4 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Know about what is involved in job research.	1.1. Outline three skills necessary for job searching. 1.2. Identify four sources of information on job vacancies.
2. Be able to match personal skills and abilities with different jobs.	2.1. Identify three different jobs that he/she would consider applying for. 2.2. List his/her personal skills and abilities outlining how they would be useful for each identified job.
3. Know about applying for a job.	3.1. Outline the benefits and/or drawbacks of applying for a job by: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> letter</li> <li><input checked="" type="checkbox"/> application form</li> <li><input checked="" type="checkbox"/> CV</li> <li><input checked="" type="checkbox"/> letter and CV or application form</li> <li><input checked="" type="checkbox"/> online</li> <li><input checked="" type="checkbox"/> telephone.</li> </ul> 3.2. Identify the essential details that should be included when applying for a job. 3.3. Outline how an organisation uses CVs to select applicants for interview. 3.4. Identify relevant personal details necessary for effectively completing his/her CV.
4. Know about interview skills and procedures.	4.1. Identify key elements to consider when: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> preparing for an interview</li> <li><input checked="" type="checkbox"/> being interviewed.</li> </ul> 4.2. Outline what to expect at an interview.

## Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

**P = Prescribed** This assessment method *must* be used to assess all or part of the unit.

**O = Optional** This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam	O	Role play/simulation	O
Essay		Practical demonstration	O
Report		Group discussion	O
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	