

Unit Title: Preparing for Interviews	
Level:	One
Credit Value:	1
GLH:	9
OCNLR Unit Code:	HC6/1/LQ/012
Ofqual Unit Reference Number:	R/505/5300

*This unit has 4 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Know how to prepare for an interview.	1.1. Outline why it is important to prepare for an interview. 1.2. Outline the things to think about when preparing for an interview. 1.3. Give examples of what is meant by: <ul style="list-style-type: none"> <li>☒ Non-verbal body language;</li> <li>☒ Personal appearance and its importance at an interview.</li> </ul> 1.4. Give two examples of a question that s/he might ask at an interview. 1.5. Give two examples of the type of question s/he might be asked at an interview and how s/he would answer them.
2. Know how to listen effectively in an interview.	2.1. Identify some strategies for effective listening. 2.2. Identify some barriers to effective listening and how to overcome them. 2.3. Demonstrate effective listening in a one-to-one situation.
3. Know how to respond appropriately to questioning in an interview.	3.1. Demonstrate use of effective body language. 3.2. Demonstrate speaking and listening skills by answering questions appropriately. 3.3. Indicate how to ask for further clarification when necessary.
4. Know how to ask relevant questions in an interview.	4.1. Prepare a list of questions ahead of the interview based on knowledge of job and employer. 4.2. Demonstrate a range of questioning techniques that will ensure that all the information required has been given.

## 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	
Report		Group discussion	O
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	