Unit Title: Preparing for Work	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	HC6/1/LQ/014
Ofqual Unit Reference Number:	Y/506/0739

This unit has 5 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to identify work or training opportunities.	1.1. Using at least two information sources, record job or training opportunities. 1.2. Choose one opportunity which suits him/her and meets his/her requirements.
2. Understand the requirements for a work or training opportunity.	2.1. Identify the employer or training organisation requirements for successful applications. 2.2. Identify own skills, experience and qualities that match the requirements.
3. Be able to complete an application for work or training.	3.1. Draft, check for accurate spelling and grammar and complete an application form, providing the information requested. 3.2. Produce a simple CV which includes essential information.
4. Be able to present him/herself at an interview.	4.1. Arrive in good time for an interview. 4.2. Use body language to indicate positive interest in the position available. 4.3. Give responses that provide the information requested in interview questions.
5. Be able to plan for future work or training.	5.1. Produce an action plan for future work or training, listing necessary short term actions.

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