

Unit Title: Preparing for an Interview	
Level:	Two
Credit Value:	1
GLH:	8
OCNLR Unit Code:	PA1/2/LQ/032
Ofqual Unit Reference Number:	A/505/1497

*This unit has 2 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Be able to collate and understand information required in preparing for an interview.	1.1. Use different sources to identify key information about an interviewing organisation and a specific job, placement or course.
2. Be able to prepare questions for an interviewer and answers to interview questions.	2.1. Prepare responses to questions likely to be asked at interview, which present self in a positive light. 2.2. Devise questions to ask the interviewer to support decision-making about the appropriateness of the job, placement or course.

## 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	