

Unit Title: Developing Skills for Gaining Employment	
Level:	Entry Three
Credit Value:	3
GLH:	30
OCNLR Unit Code:	HC6/E3/LQ/004
Ofqual Unit Reference Number:	F/504/8519

*This unit has 6 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Be able to identify possible employment options.	1.1. List areas of interest for future career options. 1.2. State any personal limitations for possible future career options.
2. Be able to complete an application form.	2.1. Complete a straightforward job/training application form, providing all required information.
3. Be able to create a straightforward Curriculum Vitae (CV).	3.1. Complete a prepared CV template to include essential information.
4. Understand how to conduct self at interview.	4.1. State how to prepare for an interview. 4.2. Identify appropriate dress for given interview situations. 4.3. Respond in a positive manner in a short interview.
5. Be able to locate job and training opportunities in a local area.	5.1. Identify possible sources of information on jobs and training in own local area.
6. Be able to plan for future career development.	6.1. Produce a simple action plan with at least two short-term goals identified.

## 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	P	Performance/exhibition	
Written description	O	Production of artefact	