

Unit Title: Applying for a Job	
Level:	One
Credit Value:	1
GLH:	10
OCNLR Unit Code:	HC6/1/LQ/001
Ofqual Unit Reference Number:	H/503/2832

This unit has 2 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand different methods of applying for jobs.	1.1. Outline different methods of applying for a job. 1.2. Explain why different methods of applying for a job are used.
2. Be able to complete a job application.	2.1. Present relevant information collected for a job application. 2.2. Complete a job application form accurately. 2.3. Complete a CV for a job application in a given format. 2.4. Present an appropriate covering letter for a job application.

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	P	Role play/simulation	
Essay		Practical demonstration	
Report	O	Group discussion	
Oral question and answer		Performance/exhibition	
Written description	O	Production of artefact	
Reflective log/diary		Practice file	