

Unit Title: Applying for a Job	
Level:	Entry Three
Credit Value:	1
GLH:	10
OCNLR Unit Code:	HC6/E3/LQ/001
Ofqual Unit Reference Number:	J/503/2807

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know different methods of applying for a job.	1.1. Identify different methods of applying for a job.
2. Know why job application forms are used by employers.	2.1. Outline why a job application form is used as a way of applying for a job.
3. Be able to complete a job application form.	3.1. Identify information needed for a job application form. 3.2. Present required information in a job application form.

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		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	
Reflective log/diary		Practice file	