

Unit Title: Preparing for an Interview	
Level:	One
Credit Value:	1
GLH:	10
OCNLR Unit Code:	HC6/1/LQ/003
Ofqual Unit Reference Number:	K/503/2833

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know information required to prepare for an interview.	1.1. Identify the purpose of the interview. 1.2. Outline the key information about the job/ placement/course drawing on application information.
2. Be able to prepare for interview questions.	2.1. Prepare answers to questions that might be asked at the interview. 2.2. Identify questions to ask which show interest in the job, placement or course.
3. Be able to plan travel for an interview.	3.1. Confirm the time and place where the interview will be held. 3.2. Plan a route and means of transport to arrive on time for the interview.

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