

Unit Title: Applying for a Job	
Level:	One
Credit Value:	1
GLH:	10
OCNLR Unit Code:	HC4/1/LQ/022
Ofqual Unit Reference Number:	K/505/3049

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

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Owner	OCNWMR
Unit Grading Structure	PASS
Sector Subject Areas (SSA) <i>More than one SSA can be listed</i>	14.2
Unit Review Date (dd/mm/yyyy) <i>This will be five years from implementation of the unit unless specified by the SSC.</i>	31/07/2018
Availability for Use	Shared
Restricted organisations	
Assessment Guidance <i>Must be completed</i>	N/A
Equivalencies	