

Unit Title: Interview Skills	
Level:	One
Credit Value:	1
GLH:	10
OCNLR Unit Code:	HC6/1/LQ/002
Ofqual Unit Reference Number:	M/503/2834

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to prepare to be interviewed.	1.1. Demonstrate punctuality for the interview. 1.2. Demonstrate care in personal appearance relevant to the interview.
2. Be able to respond to questions in an interview.	2.1. Answer questions asked by the interviewer with appropriate informative responses. 2.2. Demonstrate attention through use of non-verbal communication.
3. Be able to assess own performance in an interview.	3.1. Outline what went well in the interview and what did not.

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