

Unit Title: Applying for a Job	
Level:	Two
Credit Value:	2
GLH:	16
OCNLR Unit Code:	PA1/2/LQ/045
Ofqual Unit Reference Number:	M/505/1481

This unit has 2 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know how to apply for jobs.	1.1. Describe different methods of applying for jobs. 1.2. Describe the different sorts of information commonly presented in job applications.
2. Be able to prepare a job application.	2.1. Collate information appropriate for a specific job application. 2.2. Complete a job application which a) includes all the information requested b) can be clearly understood by an employer c) is accurately written in terms of spelling, punctuation and grammar d) is consistent with any instructions provided (e.g. use of block capital or black pen) e) creates a positive impression of the applicant

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	O
Written question & answer/test/exam	O	Role play/simulation	O
Essay		Practical demonstration	
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	O