

Unit Title: Career Planning for the Public Services	
Level:	1
Credit Value:	3
GLH:	27
OCNLR Unit Code:	QH5/1/LQ/002
Ofqual Unit Reference Number:	Y/508/1221

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know about career planning and progression in the public services.	1.1. Identify sources of information on careers in the public services. 1.2. Identify potential job roles within the sector that match own interests, skills and qualifications held (existing or planned). 1.3. Give examples of public service job roles to which they could progress with further training, qualifications and/or experience.
2. Know about the skills, qualities and entry requirements for working in public services.	2.1. Outline the key skills, attitudes and behaviours needed to work in a specific public service. 2.2. State the entry requirements, including any qualifications, typically required for specific job roles that interest them.
3. Know about the application and selection process for public service employment.	3.1. Outline the key steps in the application and selection process for a specific job role within the public services. 3.2. Give examples of ways to prepare for the selection process for a specific job role.
4. Be able to complete an application for a role in a chosen public service.	4.1. Use advice and guidance from others to identify relevant information about self for a job application. 4.2. Present information about own skills, qualities, achievements and experiences in a job application for a specific role in a chosen public service, using a given format.

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