Unit Title: **Preparing To Achieve Own Job Goals**
Unit Level: **2**
Unit Credit Value: **2**
GLH: **10**
LASER Unit Code: **WJB079**
Ofqual Unit Code: **H/503/1566**

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Understand how to identify achievable job goals.	1.1	Describe the benefits of being in work against not being in work.
		1.2	Describe the following job types: a) survival b) career entry c) transitional d) dream job.
		1.3	Identify realistic job goals within own local area.
		1.4	Identify a potential short term and long term job goal.
2.	Understand the key qualities required for employment from an employer perspective.	2.1	Describe what qualities are attractive to employers.
		2.2	Identify what qualities they already have and those to be developed to achieve own job goals.
		2.3	Describe why honesty, trustworthiness, commitment and adaptability are key qualities in a potential employee.
		2.4	Describe how to show honesty, trustworthiness, commitment and adaptability in own behaviour.
		2.5	Describe how own personal attitudes and values could positively and/or negatively affect own employability.
3.	Be able to identify own employability skills.	3.1	Identify skills relevant to the workplace.
		3.2	Describe why these skills are important.
		3.3	Identify own skills and how these have been developed.
		3.4	Identify skills to be developed to help achieve own job goals.
		3.5	State which of these skills could be transferable to the workplace.

Assessment Guidance:
NA

Additional Information:
NA