

Unit Title: Promoting Yourself And Preparing For A Job Interview
Unit Level: 2
Unit Credit Value: 3
GLH: 20
LASER Unit Code: WJB080
Ofqual Unit Code: M/503/1568

This unit has 6 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know the different types of CV and cover letter used to apply for jobs.	1.1	Describe the purpose of a CV and cover letter.
		1.2	Describe different types of CV.
		1.3	Describe the difference between a speculative and a non-speculative cover letter.
		1.4	Describe why it is important to tailor a CV and cover letter to a job or sector.
2.	Understand where and how to search for jobs.	2.1	Define the terms 'open job market' and 'hidden job market'.
		2.2	Identify where to look for job leads within open and hidden job markets.
		2.3	Define the terms 'networking' and 'cold calling'.
		2.4	Describe how networking and cold calling can be used to identify job leads.
3.	Be able to identify suitable job opportunities and apply for them.	3.1	Compare job vacancies and leads to identify which to apply for.
		3.2	Identify own skills, qualities and experience relevant to the job.
		3.3	Create a CV using the type that best matches own skills, qualities and experience.
		3.4	Produce a cover letter in response to a job advert.
		3.5	Produce a speculative cover letter.
		3.6	Complete a job application form relevant to own job goals.
		3.7	Check format and accuracy of completed documents and amend if needed.
4.	Understand how to prepare for an interview.	4.1	Describe the preparation needed in the run-up to an interview.
		4.2	Describe why it is important to prepare for an interview.
5.	Be able to conduct self in an interview situation.	5.1	Demonstrate in an interview situation appropriate: a) punctuality b) use of language c) response to questions

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			d) use of questions.
6.	Be able to reflect on own performance following an interview situation.	6.1	Review own performance following an interview situation.
		6.2	Identify what went well and not so well.
		6.3	Describe ways to improve own performance in the future.

Assessment Guidance:
NA

Additional Information:
NA