

Unit Title: Presenting Yourself
Unit Level: 2
Unit Credit Value: 2
GLH: 12
LASER Unit Code: WJB089
Ofqual Unit Code: T/502/3553

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand what personal information is needed and how it should be presented when creating a CV.	1.1	Describe the different layouts and formats that can be used to create a CV.
		1.2	Create a paper-based CV using a particular layout that they feel is effective and fit for purpose.
		1.3	Describe why appropriate use and accuracy of use of language is important when presenting themselves on paper.
2.	Demonstrate the ability to present themselves in an appropriate way in person and on the telephone.	2.1	Present themselves in a way that would be appropriate for a specific place of work for 5 continuous days.
		2.2	Conduct themselves in a manner suited to a specific place of work for 3 continuous days.
		2.3	Conduct 2 telephone conversations with different people about work-related matters in an appropriate manner.
3.	Understand how they can present information about themselves in other ways.	3.1	Describe the on-line methods that are used to convey personal information and explain their uses in terms of the intended audience.

Assessment Guidance:

NA

Additional Information:

NA
