

Unit Title: Preparing To Achieve Own Job Goals
Unit Level: 1
Unit Credit Value: 2
GLH: 10
LASER Unit Code: WJB105
Ofqual Unit Code: F/503/1557

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know how to identify achievable job goals.	1.1	List the benefits of being in work against not being in work.
		1.2	Outline 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.	Know the key qualities required for employment.	2.1	State 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	State why honesty, trustworthiness, commitment and adaptability are key qualities to employers.
		2.4	Give examples of when they have been honest, trustworthy, committed and adaptable.
		2.5	Outline how own personal attitudes could positively and/or negatively affect own employability.
3.	Be able to identify own employability skills.	3.1	List skills relevant to the workplace.
		3.2	Outline why having a range of skills is important.
		3.3	Identify what skills they already have and those to be developed to help achieve own job goals.
		3.4	Identify where current skills were developed.

Assessment Guidance:
NA

Additional Information:
NA