

Unit Title: Career Planning And Making Applications
Unit Level: Entry 3
Unit Credit Value: 3
GLH: 25
LASER Unit Code: WJC633
Ofqual Unit Code: M/506/0732

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to agree a suitable career pathway following careers advice and guidance.	1.1	List two sources of careers advice and guidance.
		1.2	List three possible career options.
		1.3	Agree a suitable career pathway.
2.	Know where to look for a job, training programme or course.	2.1	List three sources of information for job vacancies, training programmes or courses.
3.	Be able to recognise suitable jobs or training opportunities.	3.1	List six personal skills and achievements that will help in getting a job or on a training course.
		3.2	List three relevant jobs or training opportunities.
		3.3	Match own skills and achievements to these jobs or training opportunities.
4.	Be able to apply for a job, training placement or course.	4.1	Obtain an application form and job details.
		4.2	Complete the application.
5.	Understand the interview process.	5.1	List what needs to be considered in preparation for the interview.
		5.2	Observe a real or simulated interview.
		5.3	Give one example of effective and one example of ineffective interview practice.

Assessment Guidance:

NA

Additional Information:

NA