

Unit Title: Prepare For Interview
Unit Level: Level 1
Unit Credit Value: 1
GLH: 9
LASER Unit Code: WJC683
Ofqual Unit Code: R/506/0738

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand the purpose of an interview.	1.2	Outline the purpose of an interview for both an interviewer and interviewee.
		1.2	State why interviewers use open questions.
		1.3	List four questions to ask the interviewer and state their relevance in one of the following interview situations: <ul style="list-style-type: none"> • sixth form • further education • higher education • apprenticeship • work-based placement • employment (full-time) • employment (part-time).
2.	Understand how to prepare for an interview.	2.1	Identify what s/he would include in a portfolio of evidence and its purpose for an interview for one of the following: <ul style="list-style-type: none"> • sixth form • further education • higher education • apprenticeship • work-based placement • employment (full-time) • employment (part-time).
		2.2	Identify the skills/knowledge/experiences and interests that can be used to promote self effectively in an interview situation.

Assessment Guidance:

NA

Additional Information:

NA