

Unit Title: Career Planning
Unit Level: Entry 3
Unit Credit Value: 3
GLH: 30
LASER Unit Code: WJD315
Ofqual Unit Code: Y/504/8218

This unit has 6 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to identify possible employment options.	1.1	List areas of interest for future career options.
		1.2	State any personal limitations for possible future career options.
2.	Be able to complete a job/training application form.	2.1	Complete a job/training application form.
3.	Be able to create a basic Curriculum Vitae (CV).	3.1	Complete a prepared CV to include essential information.
4.	Know appropriate conduct for a job interview.	4.1	State how to prepare for an interview.
		4.2	Identify appropriate dress for given interview situations.
		4.3	Respond in a positive manner in a short interview.
5.	Know how to find out about job/training opportunities in local area.	5.1	Identify possible sources of information on jobs/training in a local area.
6.	Be able to plan for future career development.	6.1	Produce an action plan.

Assessment Guidance:

NA

Additional Information:

NA