

Unit Title: Interview Skills
Unit Level: Level 1
Unit Credit Value: 3
GLH: 27
LASER Unit Code: WJD372
Ofqual Unit Code: D/504/2355

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand how to prepare for an interview.	1.1	Prepare his/herself for a job interview in terms of: <ul style="list-style-type: none"> • appropriate dress • knowledge of job details and requirements • prior knowledge of employer • how to get to the interview.
2.	Be able to communicate in an interview.	2.1	Communicate clearly with interviewers in terms of: <ul style="list-style-type: none"> • introducing self appropriately at beginning • demonstrating body language appropriate to interview situation • answering questions relevantly • asking appropriate questions • using appropriate language • end of interview language.
3.	Be able to recognise his/her personal strengths and weaknesses in relation to the interview performance.	3.1	Obtain feedback from interviewers.
		3.2	Assess own performance and suggest improvements.
		3.3	Assess other performances in simulated circumstances and suggest improvements.

Assessment Guidance:

3.2 Minimum of three improvements.
 3.3 Minimum of three improvements.

Additional Information:

NA