

Unit Title: Interview Skills
Unit Level: Level 2
Unit Credit Value: 1
GLH: 8
LASER Unit Code: WJF244
Ofqual Unit Code: L/505/1486

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to present self for an interview.	1.1	Present self in terms of appearance in a manner appropriate to a specific interview.
		1.2	Arrive punctually for an interview.
		1.3	Present and introduce self at the appropriate location for an interview.
2.	Be able to take part in an interview.	2.1	Give clear, full and relevant responses to interview questions.
		2.2	Request clarification or repetition of questions if/when needed.
		2.3	Ask relevant questions of the interviewer(s) which demonstrate understanding of and interest in the job, placement or course.
		2.4	Demonstrate positive non-verbal communication.
3.	Know how to review own performance in an interview.	3.1	Describe what went well in an interview.
		3.2	Describe what did not go well in an interview.
		3.3	Suggest ways of improving own performance in a future interview.

Assessment Guidance:
Portfolio of Evidence
Additional Information:
NA