

Unit Title: Applying For Jobs And Courses
Unit Level: Entry 3
Unit Credit Value: 2
GLH: 20
LASER Unit Code: WJF488
Ofqual Unit Code: L/502/5762

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know how to apply in writing for a job or course.	1.1	Complete a basic job or course application form.
		1.2	Produce a basic letter of application for a given job or course.
		1.3	Produce a basic CV.
2.	Know how to prepare for and take part in an interview.	2.1	Prepare answers to two given questions which might be asked in an interview for a given job or course.
		2.2	Identify two examples of good practice and two of bad practice when attending an interview and give a reason for each.
		2.3	Answer appropriately and ask relevant questions in a real or simulated interview.
3.	Know the type of material that can be used to support an application for a job or course.	3.1	Select three pieces of relevant information that can be used to support an application for a given job or course and communicate why each is relevant.

Assessment Guidance:

NA

Additional Information:

NA
