

Unit Title: Undertaking An Interview
Unit Level: Entry 3
Unit Credit Value: 2
GLH: 20
LASER Unit Code: WJF527
Ofqual Unit Code: M/504/3848

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know how to prepare for an interview.	1.1	Give suggestions about the purpose on interviews.
		1.2	Give examples of things to prepare before an interview.
		1.3	Give examples of the sorts of questions that might be asked at an interview.
2.	Know how to present oneself at an interview.	2.1	Give examples of the sort of impression they would like to make at an interview.
		2.2	State how they would dress.
		2.3	State how they would behave.
3.	Know about listening to the interviewer.	3.1	State why it is important to listen to the interviewer.
4.	Know how to respond to interview questions.	4.1	Give examples of how to answer questions in an interview.
		4.2	Give examples of how not to answer questions at interview.
		4.3	Give examples of the sorts of questions they may ask interviewers.

Assessment Guidance:

N/A

Additional Information:

NA