

Unit Title: Promoting Yourself And Preparing For A Job Interview
Unit Level: 1
Unit Credit Value: 3
GLH: 20
LASER Unit Code: WJB106
Ofqual Unit Code: F/503/1560

This unit has 6 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know the different types of CV and cover letter used to apply for jobs.	1.1	State the purpose of a CV and cover letter.
		1.2	Identify different types of CV and cover letter.
		1.3	Outline why it is important to change a CV and cover letter so they are relevant to a job or sector.
2.	Know where and how to search for jobs.	2.1	State where to look for jobs that are advertised.
		2.2	State ways to find out about jobs that are not advertised.
		2.3	Outline how to apply for jobs that are advertised.
		2.4	Outline how to apply for jobs that are not advertised.
3.	Be able to identify suitable job opportunities and apply for them.	3.1	Identify a job vacancy or lead to respond to that fits with own job goals.
		3.2	Identify own skills, qualities and experience relevant to the job.
		3.3	Create a CV using the type that best fits own skills, qualities and experience.
		3.4	Produce a cover letter for an advertised job.
		3.5	Produce a cover letter for a job that has not been advertised.
		3.6	Complete a job application form relevant to own job goals.
		3.7	Check format and accuracy of completed documents and amend if needed.
4.	Know how to prepare for an interview.	4.1	Give examples of the things they need to do to prepare for an interview.
		4.2	Outline why it is important to prepare for an interview.
5.	Be able to conduct self in an interview situation.	5.1	Demonstrate in an interview situation appropriate: a) punctuality b) use of language c) response to questions d) use of questions.
6.	Be able to review own performance following an interview situation.	6.1	Review own performance following an interview situation.

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		6.2	Identify what went well and not so well.
		6.3	Identify ways to improve own performance in the future.

Assessment Guidance:
NA

Additional Information:
NA