

NCFE LEVEL 1 AWARD IN JOB SEARCH AND EMPLOYMENT POTENTIAL

Traineeship Criteria

Unit 02 Promoting yourself and preparing for a job interview (F/503/1560)

Unit summary: This unit will give learners knowledge about different types of CV and the skills needed to search for and apply for job vacancies and leads. Learners will also know how to prepare for an interview and will be able to conduct themselves in an interview situation and review their performance.

Credit Value: 3

Guided Learning Hours: 20

Level: 1

Learning Outcome 1

The learner will:

- 1 Know the different types of CVs and cover letters used to apply for jobs

The learner can:

- 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

Learning Outcome 2

The learner will:

- 2 Know where and how to search for jobs

The learner can:

- 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

Learning Outcome 3

The learner will:

- 3 Be able to identify suitable job opportunities and apply for them

The learner can:

- 3.1 Identify a job vacancy or lead to respond to that fits with your own job goals

- 3.2** Identify your own skills, qualities and experience relevant to the job
 - 3.3** Create a CV using the type that best fits your 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 your own job goals
 - 3.7** Check format and accuracy of completed documents and amend if needed
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Learning Outcome 4

The learner will:

- 4** Know how to prepare for an interview

The learner can:

- 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
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Learning Outcome 5

The learner will:

- 5** Know how to prepare for an interview

The learner can:

- 5.1** Demonstrate in an interview situation appropriate:
 - a) punctuality
 - b) use of language
 - c) response to questions
 - d) use of questions
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Learning Outcome 6

The learner will:

- 6** Be able to review own performance following an interview situation

The learner can:

- 6.1** Review own performance following an interview situation
 - 6.2** Identify what went well and not so well
 - 6.3** Identify ways to improve own performance in the future
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Unit 03 Motivation for work (D/505/5560)

Unit summary: Learners will know how to motivate themselves to secure employment. They will understand how to put together a personal development plan aimed at motivation and will look at reviewing their own progress against this plan.

Credit Value: 2

Guided Learning Hours: 15

Level: 1

Learning Outcome 1

The learner will:

- 1** Know how to motivate themselves to secure employment

The learner can:

- 1.1** Identify the challenges affecting their motivation to secure employment
- 1.2** Outline which of these challenges are real and which are perceived
- 1.3** State how their motivation has been affected by these challenges in the past
- 1.4** Identify support available to help with self-motivation for employment

Learning Outcome 2

The learner will:

- 2** Be able to agree a personal development plan for self-motivation

The learner can:

- 2.1** Identify how to overcome challenges to self-motivation
- 2.2** Agree a personal development plan to address these challenges
- 2.3** Identify how and when to review their progress towards achieving their targets

Learning Outcome 3

The learner will:

- 3** Be able to review their personal progress against their personal development plan

The learner can:

- 3.1** Review progress against completed activities
- 3.2** Agree further improvements and update their plan
- 3.3** Outline how they will continue to review and update their plan, using the support available

Unit 06 Recruitment methods (J/505/5570)

Unit summary: Learners will gain an understanding of what information is required in job applications, the types of interview used in recruitment and questions commonly asked in interviews, along with how employers assess candidates for jobs.

Credit Value: 2

Guided Learning Hours: 17

Level: 1

Learning Outcome 1

The learner will:

- 1 Know how to motivate themselves to secure employment

The learner can:

- 1.1 Identify the information commonly asked for in job applications
- 1.2 Assemble a personal file containing information that can be used for several job applications

Learning Outcome 2

The learner will:

- 2 Understand the different types of interview used in recruitment

The learner can:

- 2.1 Identify the different types of interview used in recruitment
- 2.2 State the purpose of each type of interview
- 2.3 Identify how they would demonstrate their strengths in different types of interview
- 2.4 Identify potential pitfalls in different types of interview
- 2.5 State how to avoid these pitfalls

Learning Outcome 3

The learner will:

- 3 Know standard questions asked in recruitment interviews

The learner can:

- 3.1 Identify common interview questions
- 3.2 Explain the benefits of preparing answers to common questions before an interview
- 3.3 Prepare answers to common interview questions

Learning Outcome 4

The learner will:

- 4 Know how employers assess candidates for jobs

The learner can:

- 4.1 Describe the different tasks and tests that are used in recruitment
 - 4.2 Identify how they could prepare for the tasks and tests used in recruitment
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Unit 08 Understanding business culture and values (Y/505/6772)

Unit summary: Learners will gain an understanding of what information is required in job applications, the types of interviews used in recruitment and questions commonly asked in interviews, along with how employers assess candidates for jobs.

Credit Value: 2

Guided Learning Hours: 17

Level: 1

Learning Outcome 1

The learner will:

- 1 Understand the importance of business culture

The learner can:

- 1.1 Define what is meant by a business culture
 - 1.2 Identify why a business might have its own culture
 - 1.3 State why it is important for employees to fit in with a business's culture
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Learning Outcome 2

The learner will:

- 2 Understand the importance of business values

The learner can:

- 2.1 Define what is meant by business values
 - 2.2 Identify why a business might have its own values
 - 2.3 State why it is important for employees to fit in with a business's values
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Learning Outcome 3

The learner will:

- 3 Understand the rights and responsibilities of employers and employees

The learner can:

- 3.1 State some of the responsibilities employers have to their employees
 - 3.2 Identify some of the responsibilities an employee has to their employer
 - 3.3 Identify why rights and responsibilities are important in the workplace
 - 3.4 State how an employer communicates rights and responsibilities to its employees
 - 3.5 Identify acceptable employee behaviour and personal conduct
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Explanation of Terms

Define:	Give the meaning of a word or phrase.
Demonstrate	Show an understanding of the subject.
Describe	Provide details about the subject or item.
Explain	Provide details about the subject with reasons showing how or why.
Give (examples of...)	Provide relevant examples to support the subject..
Identify	List or name the main points.
Indicate	Point out or show using words, illustrations or diagrams.
Locate	Find or identify.
List	Make a list of words, sentences or comments.
Outline	Identify or describe the main points.
Plan	Think about, organise and present information in a logical way. This could be presented as written information, a diagram or an illustration.
Show	Give information that includes clear knowledge about the subject.
State	Give the main points in brief, clear sentences.
Use	Take an item, resource or piece of information and link to the question or task.