



## Unit 4 Know how to complete a job search

### Entry Level 3

#### Evidence requirements for centre assessors

Assessment must take place before submitting learner work to the OCR Examiner-moderator. This should be made evident by the centre assessor using annotations (ie ticks and comments).

Assessment criteria	Requirements
1.1 Identify employment sectors	Learners must identify <b>three</b> employment sectors.
1.2 Identify jobs within employment sectors	Learners must identify <b>one</b> job from each of the <b>three</b> different sectors identified in AC 1.1.
2.1 Identify where to search for jobs	Learners must identify <b>three</b> sources where jobs can be found.  e.g. <ul style="list-style-type: none"> <li>• newspaper</li> <li>• Internet</li> <li>• agencies</li> <li>• job centre.</li> </ul>
2.2 Identify specific jobs from different sources	Learners must identify <b>three</b> different jobs from the named sources. Evidence may take the form of clippings or print outs.

Assessment criteria	Requirements
3.1 Identify different features of jobs	Learners must identify <b>three</b> features of <b>two</b> different jobs, e.g. <ul style="list-style-type: none"> <li>• shift pattern</li> <li>• working hours</li> <li>• manufacturing or service industry</li> <li>• local or otherwise.</li> </ul>
3.2 Identify job features that suit them	Learners must identify <b>two</b> features of a job that they would prefer. e.g. <ul style="list-style-type: none"> <li>• part-time hours which can be worked around childcare commitments.</li> </ul>
4.1 Identify own skills or personal attributes	Learners must identify <b>three</b> of their own skills <b>or</b> personal attributes. e.g. <ul style="list-style-type: none"> <li>• enthusiasm</li> <li>• willingness to learn</li> <li>• flexibility</li> <li>• ICT skills.</li> </ul>
4.2 Identify a suitable job for them	Learners must identify a suitable job (from AC 2.2 or AC 3.1) that they would prefer to do. <b>Two</b> reasons must be given as to why.