

Unit 8 Understand how to complete a job search

Level 1

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 Explain the importance of a job search	Learners must explain the importance of a job search, e.g. matching the needs and skills and personal attributes of an individual to a job.
1.2 Identify their own reasons for completing a job search	Learners must identify two reasons why an individual might undertake a job search. e.g. redundancy, self-advancement, to improve working conditions.
2.1 Identify skills or personal attributes that are required for completing a job search	Learners must identify three skills or personal attributes needed when undertaking a job search, e.g. time management, use of IT, good standard of literacy, using various methods of communication, organisation, patience, resilience, reflection.

Assessment criteria	Requirements
3.1 Identify sources of information for a job search	Learners must identify three sources used in a job search, e.g. newspapers, internet, job centre.
3.2 Identify features of a job that affect personal preference	Learners must identify three features of a job which might affect an individual's preference, e.g. environment, work pattern, prospects/training, earnings, location.
3.3 Identify skills or personal attributes an employer might expect an employee to have	Learners must identify three skills or personal attributes an employer might expect an employee to have, e.g. experience, qualifications, communication skills, punctuality, smartness, aptitudes, enthusiasm, honesty, loyalty, ambition.
3.4 Identify own skills or personal attributes and interests	Learners must identify four skills, personal attributes or interests that they possess.
4.1 Identify a job which suits own skills, personal attributes and interests	Learners must identify one job which matches their own skills, personal attributes and interests. They must give the details of the job and the source used to find it.
4.2 Explain their reasons for choosing a specific job	Learners must explain why they have chosen a specific job.

Assessment criteria	Requirements
5.1 Assess their own job search skills	<p>Learners must identify two skills used in their job search and make an assessment of these,</p> <p>i.e.</p> <p>Assess job search skills,</p> <p>e.g.</p> <p>by means of criteria, scale – Good, very good, needs improvement.</p> <p>i.e.</p> <p>comment on how well learners use particular skills/personal attributes,</p> <p>e.g.</p> <p>I was very patient and I used a good range of sources.</p>
5.2 Explain how to improve future job searches	<p>Learners must write an explanation of how they might improve their job searches in the future, giving two examples.</p> <p>e.g.</p> <p>narrowing or widening their search criteria or using different sources.</p>