



Unit 9 Assess myself for a job

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 (i.e. ticks and comments).

Assessment criteria	Requirements
1.1 Explain why job-specific skills or personal attributes are needed in working life	Learners must explain how three sector-specific skills or personal attributes may lead to success in work.
2.1 Identify own skills or personal attributes	<p>Learners must identify three skills or personal attributes, which they possess.</p> <p>Centre assessors should refer to the OCR Employability Skills resources on skills and attributes.</p>
2.2 Assess current level of own skills or personal attributes	<p>Learners must evaluate their current level of competence in three of their own skills or personal attributes.</p> <p>Evaluation could be shown by using written descriptors (very good/good/needs improvement).</p> <p>For example:</p> <ul style="list-style-type: none"> • patience – good • communication skills – very good • time management – needs improvement.

Assessment criteria	Requirements
2.3 Explain own assessment of skills or personal attributes	<p>Learners must provide a reason to support their assessment of three of their own skills or personal attributes.</p> <p>An example of an explanation: When I did work experience at the local dental surgery, the staff said I listened carefully to patients.</p>
3.1 Identify own skills or personal attributes that need development for a specific job	Learners must identify three specific skills or personal attributes, which they need to develop. These must link to a specific named job.
4.1 Produce an action plan to develop own skills or personal attributes	<p>Learners must produce an action plan to develop two skills or personal attributes that the learner has identified in AC 3.1.</p> <p>The plan must also include:</p> <ul style="list-style-type: none"> • date of plan • actions to be taken (to improve skills or personal attributes) • target date/s • review date/s. <p>A record of what happens is not acceptable as a 'plan' but may be useful for a review.</p>