

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	Learners must identify three skills or personal attributes, which they possess. Centre assessors should refer to the OCR Employability Skills resources on skills and attributes.
2.2 Assess current level of own skills or personal attributes	Learners must evaluate their current level of competence in three of their own skills or personal attributes. Evaluation could be shown by using written descriptors (very good/good/needs improvement). For example: <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	<p>Learners must identify three specific skills or personal attributes, which they need to develop. These must link to a specific named job.</p>
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>