



Unit 12 Present personal information to employers

Level 1

Evidence guidance 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 Identify the main types of personal information required for employers	<p>Learners must identify six items of personal information. e.g.</p> <ul style="list-style-type: none"> • name • address • contact number • age or date of birth • education details • qualifications • work experience • references • interests/hobbies. <p>Learners should be encouraged to identify additional relevant information.</p>

Assessment criteria	Requirements
1.2 Identify situations when personal information may need to be updated in working life	<p>Learners must identify at least three different situations.</p> <p>e.g.</p> <ul style="list-style-type: none"> • moving house • starting a new job • changing a bank account • changing phone numbers • sickness leave and a request for maternity/paternity leave.
1.3 Identify situations when personal information should not be given out	<p>Learner must identify at least two situations in which personal information must not be given out.</p> <p>e.g.</p> <ul style="list-style-type: none"> • bank account details in response to emails/phone calls • security password for work • home contact details of colleagues • pin numbers and passwords to a friend or colleague • mobile numbers of work colleagues (without asking first).
2.1 Demonstrate how to communicate personal information to employers	<p>Learners must communicate personal information on two occasions in working life and must communicate two pieces of personal information during each task,</p> <p>e.g.</p> <ul style="list-style-type: none"> • name • address • dob • contact number • personal goals • confirmation of appointments. <p>The tasks may be real or simulated and may be during a telephone call or face to face,</p> <p>e.g.</p> <p>a telephone call to potential workplace or during an interview with a tutor, workplace manager or mentor.</p>

Assessment criteria	Requirements
	<p>The evidence provided must evidence the two tasks and the two pieces of personal information communicated.</p> <p>The tasks can be evidenced by any suitable means for example a witness statement, recording, video or annotated photo.</p>
3.1 Complete an application form for a potential job	<p>The application form should be of interest to the learner but may be provided by the tutor or sourced by the learner. It may be handwritten or typed.</p> <p>The final draft of the form must be submitted as evidence and must be legible and fit for purpose.</p>
3.2 Produce a short personal statement that can be included within a curriculum vitae (CV)	<p>The CV must include contact details and a personal statement.</p> <p>It may include other relevant information, such as: education, work experience, referees.</p> <p>The final draft of the CV must be submitted as evidence and must be legible and fit for purpose.</p>
3.3 Produce a curriculum vitae (CV) that includes the personal statement	
4.1 Plan a presentation of personal achievements	<p>The learner should plan how to present their personal achievements. It can be in note form, spidergram, chart, written or verbal.</p> <p>The evidence must show clearly how the learner has planned the presentation of personal achievements.</p>
4.2 Give a presentation of personal achievements	<p>The presentation must include a minimum of three different achievements. It may form part of an exhibition, be in portfolio format or as a power point presentation.</p> <p>The evidence must clearly state the three achievements and how effectively the achievements were presented.</p>

Assessment criteria	Requirements
	The task can be evidenced by any suitable means for example a witness statement, peer assessment, a recording, a video or annotated photo.
5.1 Identify own strengths in presentation skills	<p>The learner must identify a minimum of three of their strengths when presenting personal information. For example – enjoy showing my work, speaking clearly, organised, skilled at using IT to support, did not forget anything, remembered to smile etc.</p> <p>The task can be evidenced by any suitable means for example, a witness statement, peer assessment, a recording, a video or annotated photo.</p>
5.2 Identify areas that need improvement	<p>The learner must identify at least two areas for improvement - for example: need to speak louder, need to be more confident, stand up, need to get better at using IT etc.</p> <p>The evidence must state clearly what the two areas for improvement are.</p>
5.3 Request feedback on how to improve these skills	<p>The learner must request feedback from at least two people on how to improve two skills identified as in need of improvement. They may request feedback from a tutor, a parent, a work colleague or similar, verbally or as a questionnaire.</p> <p>The evidence must state clearly how the request for feedback was made and what advice they were given.</p>