



Unit 17 Adapt personal information for employers

Level 2

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 Identify the types of personal information required by employers for a specific job	Learners must identify a minimum of three different types of information needed by the employers of the identified job. e.g. • personal contact details • education and specific qualifications • relevant work experience with dates • references • national insurance number • personal qualities and interests • bank details • proof of identity.

Assessment criteria	Requirements
1.2 Explain why different types of personal information are needed	Learners must explain why different types of personal information are needed by an employer giving at least three examples. e.g. • to prove identity • right to work in UK • to keep personnel records up to date • to meet legal requirements • to ensure salary can be paid • to have contact details.
1.3 Explain the impact of not providing personal information	Learners must explain the impact of not providing information giving at least three examples. e.g. • employment refused • employment rights denied • health and safety issues • not being paid • being put onto the wrong tax code.
1.4 Explain the risks associated with giving out personal information	Learners must explain two risks associated with giving out personal information. e.g. • issues with confidentiality • personal information can change or be lost • permission to share not always requested • identity theft.

Assessment criteria	Requirements
2.1 Demonstrate how to communicate personal information in a range of situations	Learners must communicate personal information on three different occasions in working life and must communicate three pieces of personal information during each task. e.g. • name • address • dob • contact number • personal goals • confirmation of appointments. The tasks may be during a telephone call, a face to face interview or in a group situation. e.g. a telephone call to a potential workplace, during an interview with a tutor, workplace manager or mentor or during a group presentation. The evidence provided must explain the different situations chosen for the three tasks and state clearly the three pieces of personal information communicated. The tasks can be evidenced by any suitable means for example a witness statement, recording, video or annotated photo.
3.1 Complete an application form for a specific job	The application form must be for a job that interests the learner. It may be provided by the centre or sourced by the learner. It may be electronic, handwritten or typed. The final draft of the form must be submitted as evidence and must be legible and fit for purpose.

Assessment criteria	Requirements
3.2 Produce a covering letter for an application for a specific job	The covering letter must support a specific job. It should be formal in style and say why the learner would like to be considered for the job. The letter must be submitted as evidence and must be appropriate, legible and fit for purpose.
3.3 Produce a curriculum vitae (CV) that can be adapted for specific jobs	The CV must include the following personal information – name, contact details, education or training and referees. The final draft of the CV must be submitted as evidence and must be legible and fit for purpose.
3.4 Explain why documentation must be adapted for specific jobs	Learners must give an explanation as to why documentation must be adapted for specific jobs. e.g: • emphasis on different skills or attributes for different jobs • show knowledge of specific jobs • show an interest in specific jobs • factory job needs different skills to a care workers job.
4.1 Identify different ways to present evidence of personal achievements	Learners must identify at least two different ways to present evidence of personal achievements. e.g. • IT • audio/video • photography • portfolios • posters • witness statements • letters.

Assessment criteria	Requirements
4.2 Give a presentation of personal achievements	Learners must present evidence of at least three personal achievements The presentation may be verbal, written or visual. The evidence must clearly state at least three achievements and how the achievements were presented.
4.3 Explain why presentation of personal achievements is important	Learners must explain why the presentation of personal achievements is important, giving at least two examples. e.g. • showing employers softer skills as well as skills specific to job role • attracting attention of future employers • standing out from other applicants • ensuring that personal achievements are recognised by prospective employers.
5.1 Evaluate own written and verbal skills when presenting personal information	Learners must evaluate their own skills and identify at least one strength and one weakness in each of their written and their verbal skills.
5. 2 Recommend ways to improve written and verbal skills for the future	Learners must recommend ways they could improve their identified weaknesses.