



## Unit 1 Assess myself for work

### Entry Level 3

#### Evidence requirements for centre assessors

Assessment must take place before submitting candidate 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 State skills or personal attributes needed for work	<p>Learners must identify <b>two</b> skills or personal attributes needed for work, e.g.</p> <ul style="list-style-type: none"> <li>• communication skills</li> <li>• multi-tasking skills</li> <li>• honesty</li> <li>• positivity.</li> </ul>
2.1 Identify own skills or personal attributes	<p>Learners must identify <b>two</b> skills or personal attributes, which they possess, e.g.</p> <ul style="list-style-type: none"> <li>• using ICT</li> <li>• managing money</li> <li>• hard-working</li> <li>• energetic.</li> </ul>

Assessment criteria	Requirements
2.2 Identify current level of own skills or personal attributes	<p>Learners must identify their current level of competence in their chosen skills or personal attributes.</p> <p>This could be shown by using written descriptors (very good/good/needs improvement).</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• patience – good</li> <li>• sense of humour – very good</li> <li>• time management – needs improvement.</li> </ul>
3.1 Identify a specific job of personal interest	<p>Learners must identify <b>one</b> job that they would like to be employed in.</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• a bricklayer</li> <li>• a receptionist</li> <li>• a hairdresser</li> </ul>
3.2 Identify skills or personal attributes to be developed for the specific job	<p>Learners must identify <b>two</b> skills or personal attributes that need to be developed for the job in <b>AC 3.1</b>.</p>
4.1 Produce an action plan to develop own skills or personal attributes	<p>Learners must produce a simple action plan to develop <b>two</b> skills or personal attributes.</p> <p>The plan <b>must</b> also include:</p> <ul style="list-style-type: none"> <li>• what learner will do (to develop skills or personal attributes)</li> <li>• target date(s)</li> <li>• start date</li> </ul> <p>A record of what has happened is not acceptable as a 'plan'.</p>

