

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

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

