

Unit 14 Assess myself for a career

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 Assess how specific skills or personal attributes have contributed to success in a particular person's career	<p>Learners must assess how two specific skills or personal attributes have contributed to success in a particular person's career.</p> <p>For example,</p> <ul style="list-style-type: none"> • Sir Richard Branson has been successful in his career because of his financial planning and entrepreneurial skills • David Beckham has been successful in his career because he is motivated and hardworking.
2.1 Assess strengths and weaknesses in own skills or personal attributes	<p>Learners must assess two strengths and two weaknesses in own skills or personal attributes.</p> <p>For each skill or personal attribute identified, learners must indicate their current level of competence.</p> <p>This could be shown using a written descriptor (very good/good/satisfactory/needs improvement).</p> <p>This identification and assessment must be completed by the learner without the help of the tutor/assessor/supervisor.</p>

Assessment criteria	Requirements
2.2 Evaluate own assessment of skills or personal attributes	<p>Learners must give one example to justify why they have assessed a skill or personal attribute as strength.</p> <p>Learners must give one example to justify why they have assessed a skill or personal attribute as a weakness.</p> <p>For example, strength – assertiveness; assessment – good; example – my supervisor told me that I was good at this when she heard me say to another member of staff 'I don't think that loud music is appropriate in the office. It can be distracting'.</p>
2.3 Use evaluation of skills or personal attributes to inform career choice	<p>Learners must make an informed career choice identified through assessing own skills and personal attributes in AC 2.1 and AC 2.2.</p> <p>e.g. nurse, joiner, chef.</p> <p>Learners must give one reason why the career is an appropriate choice for them.</p> <p>e.g.</p> <ul style="list-style-type: none"> • This is an appropriate choice for me because I think the career requires good organisational skills and this is one of my strengths.
3.1 Research specific skills or personal attributes needed for a chosen career	<p>Learners must look closely at the specific skills or personal attributes needed for their chosen career (identified in AC 2.3). They must identify three specific skills or personal attributes, which are essential for their career choice.</p>
3.2 Describe the relevance of specific skills or personal attributes to a chosen career	<p>Learners must describe why each of the three specific skills or personal attributes identified (AC 3.1) are necessary for their chosen career.</p>

Assessment criteria	Requirements
4.1 Produce an action plan to develop specific skills or personal attributes for the chosen career	<p>Learners must produce an action plan to develop:</p> <ul style="list-style-type: none"> • Two sector-specific skills or personal attributes that the learners have identified. <p>The action plan must relate to the career chosen in AC 2.3. The action plan must include:</p> <p>i.e.</p> <ul style="list-style-type: none"> • date of plan • specific measurable actions (to improve specific skills or personal attributes) • target dates to complete these actions • review date/s. <p>A record of what happens is not acceptable as a 'plan' but may be useful for a review.</p>
4.2 Explain the importance of having an action plan for personal development	<p>Learners must explain why it is important for an individual to have an action plan. They must give two examples to support their explanation.</p> <p>e.g.</p> <p>It is important to have an action plan because it keeps people motivated/helps them progress.</p> <p>Two examples to support this explanation:</p> <p>e.g.</p> <ol style="list-style-type: none"> 1. Structuring your objectives ensures that they are clear and measurable. 2. Having achievable dates helps you to chart your progress.