**SESSION 3: Preparing for and learning from a job search**

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| **Task no**  | **Assessment criteria**  | **Guidance**  |
| 1a  | 1.1 State the purpose of a job search   | Candidates must state the purpose of a job search. A short phrase or sentence is required.   |
| 1b  | 1.2 Identify reasons an individual might undertake a job search  | Candidates must identify **three** reasons why an individual might search for a job. Responses must be phrases, not single words.   |
| 2  | 2.1 Outline different sources of information for job searches   | Candidates must identify and outline **three** **different** sources of information that could be used in a job search. **One advantage** and **one disadvantage** of using **each** source must be provided. Responses must be short sentences.  Candidates may provide generic sources of information; they do not need to be specific eg Internet, instead of website address.  |
| 2.2 Describe the advantages and disadvantages of different sources of information   |
| 3a  | 3.1 Describe the importance of skills needed for job searches   | Candidates must identify **three** skills an individual will need when undertaking a job search. Candidates must say why **each** skill is important for job searching. Responses must be short sentences. Senior Pass Advisors could provide a list of skills for candidates to choose from. If the skill is poorly expressed, but the description of the importance makes it clear what the skill is, this can be accepted.  |

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| 3b  | 3.2 Describe the importance of personal attributes needed for job searches   | Candidates must identify **three** personal attributes an individual will need when undertaking a job search. Candidates must describe why **each** attribute is important for job searching. Responses must be sentences. Senior Pass Advisors could provide a list of attributes for candidates to choose from. .  If the personal attribute is poorly expressed, but the description of the importance makes it clear what the skill is, this can be accepted.  |
| 3c  | 3.3 Describe how resources support job searches  | Candidates must identify **three** **different** resources (under the categories of Physical, People and Personal) an individual might use to support a job search. Candidates must describe **one** way **each** resource could help. Responses must be sentences.   |
| 4a  | 4.1 Identify job opportunities, to include: work area     job title work pattern employment status  | Candidates must identify **two** different jobs. For **each** job, candidates must give the work area, job title, work pattern and the employment status. Work area may be a specific location (eg children’s nursery) or more general (eg working with children).  |
| 4.2 Identify personal reasons that affect job choice  | For **each** job, candidates must give **two different** reasons for being interested in the job. However, the personal reason for Job 1 could be the same as for Job 2.  |
| 4b  | 4.3 Identify own skills and personal attributes for a job opportunity   | Candidates must select **one** job of personal interest and identify **two** skills and **two** attributes they already possess. They must state how **each** skill and **each** attribute is relevant to the chosen job. Responses must be short phrases to complete the sentences. Centres could provide job descriptions for candidates to use. This task must link to the job chosen for Task 4a (4.1). Do not accept experience in a job as a skill or attribute.  |
| 4c  | 4.4 Identify a vacancy using different sources of information different resources     | Using the job selected in Task 4b (4.3), candidates must use **two** different sources of information and **two** resources to find a vacancy. Details of the vacancy must be provided. This might be a printout of the vacancy, an advertisement from a newspaper or a document from a job centre. Sources of information and resources could include those listed in the unit under LO2 and LO3. Sources must be fully named, eg name of newspaper or journal, exact website address and should match the vacancy.  |

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| **Task no**  | **Assessment criteria**  | **Guidance**  |
| 4d   | 4.5 Assess own job search skills   | Candidates must identify and assess **three** skills **used** in their job search. These may be those identified in Task 3a (3.1) or they may be different. This could be shown by using a written description (Very good/Good/Weak or Poor) or a numerical grading (1-5). Candidates must give **one** reason for their assessment of **each** skill.   |
| 4.6 Obtain feedback from supervising person on how to improve for future job searches   | Candidates must gain feedback on how to improve job searches in the future from the person supervising their job search.  |
| 5a   | 5.1 Identify how documents support job applications, to include: Curriculum Vitae (CV) application forms covering letters     | Candidates must state **one** way **each** type of document (CV, application form and covering letter) could help an individual with a job search. Responses must be short phrases, not single words.  |
| 5.2 Identify characteristics of documents that support job applications, to include positive   negative   | Candidates must give **one** positive and **one** negative characteristic for **each** type of document (CV, application form and covering letter). Candidates could be given a sentence for completion.  Characteristics, eg: a good CV would have a logical order; a poor CV would have missing dates  Candidates may provide reverse arguments but this practice should be discouraged.  |