

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Preparing for and Reflecting on a Volunteer Placement.
Unit Reference Number:	R/504/3065
Level:	Entry 3
Credit Value:	3
Minimum GLH:	30

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to prepare for an interview	1.1 Give an example of appropriate dress for an interview
	1.2 State own qualities appropriate to a particular role
	1.3 List three questions the interviewee might ask
2. Understand recruitment interview skills	2.1 Review an interview identifying one thing that went well and one that did not
3. Understand their role in the organisation	3.1 State their role in the Organisation
	3.2 List their tasks and responsibilities undertaken during the placement
4. Be able to maintain acceptable standards of personal presentation and behaviour during the placement	4.1 Maintain punctuality throughout the placement
	4.2 Demonstrate behaviour within agreed standards
5. Reflect on the voluntary placement	5.1 List the tasks/activities carried out on a day to day basis at work
	5.2 State some of their feelings about the work
	5.3 Name one skill used during the placement