

Open Awards Qualification Unit



Form OAQU

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1 Unit Details

Unit Title:	Working with Employers in Job Brokerage
QAC Code:	A/615/3733
Level:	3
Credit Value:	3
Minimum GLH:	21

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the relevant labour market in relation to employers	1.1 Analyse the sectors in the relevant labour market including skills requirements
	1.2 Analyse who are the key employers in relevant sectors and the local labour market
2. Know staffing requirements of local employers in relation to skills	2.1 Analyse the vocational and soft skills required by employers in order to fill their vacancies
	2.2 Review and update intelligence on employers' staffing requirements
3. Be able to approach employers about arranging work experience /voluntary work placements	3.1 Evaluate the likelihood of different employers participating in work experience and volunteer programmes
	3.2 Negotiate appropriate terms and conditions for work experience and volunteer placements
4. Be able to work with employers on recruitment processes	4.1 Advise employers on appropriate recruitment processes in relation to their existing practice
	4.2 Explain to employers the advantages and disadvantages of various types of selection methods
5. Understand how employer feedback can contribute to a better service	5.1 Use a range of techniques to gain and record feedback from employers

	5.2	Evaluate any improvements that can be made to the service as a result of employers' comments
6. Be able to advise employers on how to support people with particular needs in the workplace	6.1	Inform an employer of any particular workplace needs of a job seeker
	6.2	Advise an employer on the availability of additional employee support services
7. Be able to market job seekers to an employer	7.1	Negotiate the advantages of employing a particular job seeker with an employer
	7.2	Establish whether an employer has similar job vacancies that would suit a particular job seeker

Assessment Guidance	Assessment Guidance
There is a requirement to observe and assess practice for AC's 3.2 – 7.2 in this unit. Simulation is not permitted. To be eligible for the award of credit for this unit, learners must be able to provide evidence of a minimum of one assessed observation of practice that has met the required standard of practice.	