

Open Awards Qualification Unit



Form OAQU

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1 Unit Details

Unit Title:	Understand How to Develop Career Related Interviewing Skills
QAC Code:	Y/615/3805
Level:	3
Credit Value:	3
Minimum GLH:	21

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to set the scene for interviews	1.1 Using examples of two different clients, comment on the requirements for effective preparation for one to one interactions
	1.2 Using examples of two different clients, explain the contracting and negotiation stages of the interview and analyse their effectiveness
2. Understand how to explore the range of options with the client to meet their requirements	2.1 Explore and summarise two different client's learning needs and offer an appropriate range of options to meet their needs
	2.2 Analyse the effect of communication skills used to enable the client to make informed decisions
3. Understand the appropriate level of intervention or support for different clients	3.1 Assess the level of intervention required on behalf of clients and agree appropriate actions
	3.2 Evaluate the effectiveness of the method of agreeing relevant actions with clients
4. Know about reflective evaluation of interviewing practice	4.1 Analyse the effectiveness of interview techniques used with several clients
	4.2 Produce an evaluation method to enable personal development of interview techniques