

Open Awards Qualification Unit



Form OAQU

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1 Unit Details

Unit Title:	Working with Job Seekers in Job Brokerage
QAC Code:	J/615/3816
Level:	Level 3
Credit Value:	3
Minimum GLH:	21

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to explain the job seeker service to, and maintain contact with, job seekers	1.1 Describe the job seeker service and criteria for accessing it
	1.2 Explain the job seeker service to new clients and register them for the job brokerage service following local procedures
	1.3 Set up and keep regular appointments with job seekers and maintain contact appropriate to the job seekers' needs through agreements about contact arrangements
2. Be able to assess an individual's readiness for work	2.1 Explain with examples, a range of factors that affect the ability of an individual to find work and propose suitable options to overcome barriers
	2.2 Assess a range of job seekers' individual job readiness through use of a range of screening assessments including: a) Skills for Life b) Prior skills and experience c) Social and educational factor
	2.3 Evaluate the tools in relation to each of the above

<p>3. Support job seekers in developing and following job search action plans</p>	<p>3.1 Explain how to encourage and motivate job seekers with job search in ways that promote independence, confidence and responsibility</p> <p>3.2 Set action plans with job seekers with clear goals and targets that reflect their strengths, needs and aspirations including training and qualifications</p> <p>3.3 Regularly review with job seekers their progress against actions plans</p> <p>3.4 Give feedback to job seekers, and show how to recognise and challenge unrealistic job goals and expectations</p>
<p>4. Understand issues that can impact on appropriate matches between job seekers and employers</p>	<p>4.1 Explain with examples, a range of issues that might impact on appropriate matches between job seekers and employers</p> <p>4.2 Explain and discuss with job seekers the advantages of particular vacancies</p> <p>4.3 Explain, with examples, how work experience and voluntary work may improve a job seeker's employability</p>
<p>5. Be able to assist job seekers with applications and prepare them for interview</p>	<p>5.1 Describe a range of application processes</p> <p>5.2 Support job seekers to complete the most appropriate method for job application</p> <p>5.3 Support job seekers to develop effective interview techniques, for example dress code, presentation skills and pre-interview research and preparation</p>
<p>6. Understand how to support a successful job seeker in the early stages of their employment</p>	<p>6.1 Explain the factors that influence retention and progression in a job</p> <p>6.2 Evaluate the sources of support including practical, financial and emotional, which are available to successful job seekers</p> <p>6.3 Explain, with examples a range of follow up methods to use with successful job seekers, including appropriate disengagement</p> <p>6.4 Sign post the successful job seeker to ongoing skills development opportunities</p>

Assessment Guidance

There is a requirement to observe and assess practice 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.