

Open Awards Qualification Unit



Form OAQU

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1 Unit Details

Unit Title:	Organising and Administering Job Brokerage
QAC Code:	R/615/3754
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 and be able to network with other services/agencies	1.1 Explain what is available from the job brokerage industry and how funding affects the scope of the services offered
	1.2 Evaluate a range of networking opportunities and activities
2. Be able to manage and record information requirements for job brokerage	2.1 Use and analyse segregated banks of data in relation to job seekers, employers and other services
	2.2 Explain the importance of monitoring and updating records on a regular basis
3. Have knowledge of relevant benefit and employment law	3.1 Explain, with examples, elements of benefits rules, regulations and entitlements to job seekers that may affect their employment requirements
	3.2 Describe how and when to inform relevant parties where employment or benefit law is being infringed
4. Be able to market and promote job brokerage service	4.1 Analyse marketing opportunities for the job brokerage service
	4.2 Explain how to sell the benefits of the service to job seekers, employers and other key partners

	4.3	Analyse different methods of marketing/promotion appropriate for use in different contexts
5. Understand potential areas for conflict in job brokerage	5.1	Explain, with examples, potential areas of conflict that may arise with job seekers, employers or service organisations
	5.2	Explain the organisation's code of practice for dealing with abusive and/or violent job seekers