

Open Awards Qualification Unit



This unit forms part of a regulated qualification. Click [here](#) to view qualifications.

1 Unit Details

Unit Title:	Job Search
Unit Reference Number:	H/615/6996
Level:	Level 1
Credit Value:	2
Minimum GLH:	16

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know where to look for work	1.1 Identify a minimum of three places where work opportunities are advertised
	1.2 Identify people or organisations that offer employment help and advice
	1.3 Briefly describe the services offered by those organisations identified
2. Know how to match own skills, qualities and experience to advertised jobs	2.1 Identify the main things wanted from a job and state reasons why
	2.2 Search for and select at least four job advertisements and outline reasons for choice
	2.3 Match identified job advertisements to personal profile and job expectations
	2.4 Identify any parts of the descriptions that do not meet expectations or personal skills
3. Be able to identify and understand relevant information	3.1 Locate specific information to include: a) Description of job b) Wages c) Hours d) Location e) Contact details

f) Specific skills or experience required

3.2 Define what is meant by the following

- a) Fixed-term hours
- b) Part-time hours
- c) Zero hour contract
- d) Compressed hours
- e) Flexitime
- f) Payment pro rata