

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Skills for Gaining Employment
Unit Reference Number:	L/615/6345
Level:	Entry 3
Credit Value:	3
Minimum GLH:	30

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to identify employment options	1.1 List areas of interest for future employment options
	1.2 State any personal limitations for possible future employment
	1.3 Identify training required for possible employment options
2. Be able to complete an application form	2.1 Complete a job/training application form
3. Be able to create a Curriculum Vitae (CV)	3.1 Complete a prepared CV template
4. Understand how to conduct themselves at interview	4.1 State how to prepare for an interview
	4.2 Identify appropriate clothes for interviews
	4.3 Respond in a positive manner in a short interview
5. Be able to locate job and training opportunities in a local area	5.1 Identify possible sources of information in local area on: <ul style="list-style-type: none"> a) jobs b) training.
6. Be able to plan for future career development	6.1 Outline an action plan with goals for future career development