

# Qualification Unit

This unit forms part of a regulated qualification.

**Unit Title:** Preparing for Interviews

**Unit Reference Number:** M/615/6998

**Level:** One (1)

**Credit Value:** Three (3)

**Minimum Guided Learning Hours:** 24

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to prepare for an interview	1.1 Outline why it is important to prepare for an interview
	1.2 List the ways in which one can prepare for an interview
	1.3 Identify important pieces of information required about an organisation before an interview
	1.4 Identify the differences in preparing for an in person or online interview
2. Understand competency-based interview techniques	2.1 State what is meant by a 'competency-based' interview
	2.2 Identify the key information stated in a job specification on which the interview is based
	2.3 Identify a minimum of eight competency-based questions and outline possible answers
	2.4 State how to ask for clarification of a question
	2.5 State what is meant by effective listening
3. Know about body-language and dressing for interviews	3.1 Identify: <ul style="list-style-type: none"> <li>a) Defensive body language</li> <li>b) Confident body language</li> </ul>

	3.2 State why personal appearance is important in an interview situation
4. Be able to demonstrate interview techniques	4.1 Demonstrate interview techniques in a one-to-one situation
	4.2 Obtain feedback of interview technique
	4.3 Identify positive aspects of own performance
	4.4 Identify aspects that could be improved and suggest of how to achieve this