Open Awards Qualification Unit

This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Preparation for Work
Unit Reference Number:	H/615/7064
Level:	Level 1
Credit Value:	3
Minimum GLH:	27

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Identify and explore possible career options	1.1 Investigate recorded career option/s which suit their requirements
	1.2 Outline limitations of a criminal record on career choice
2. Understand employers/trainers' needs and expectations	2.1 List needs and expectations for employers for options recorded
	2.2 List needs and expectations for trainers for options recorded
3. Complete a job/training application form and CV	3.1 Complete two simple application forms in a correct and legible manner
	3.2 Complete a simple CV including essential information
4. Understand how career services and other agencies can assist in providing advice and information	4.1 Record the ways in which agencies can assist
	4.2 Identify how to access these agencies
5. Understand how to conduct themselves at interview	5.1 Present and conduct themselves appropriately in an interview situation, including appearance, manner and conduct.
6. State how to identify job/training opportunities in a local area	6.1 List the sources of information available in a local

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			area
7	Prepare a simple realistic career action plan for future job/training	7.1	Produce a simple realistic action plan for job/training for the short term giving options
8	Understand the purpose of records of achievement/progress files and their content	8.1	Describe the contents of records of achievement/progress files
		8.2	Explain the importance of these

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