

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Job Seeking Skills
Unit Reference Number:	J/615/7073
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. Know about what is involved in job research	1.1 Outline three skills necessary for job searching
	1.2 Identify four sources of information on job vacancies
2. Be able to match personal skills and abilities with different jobs	2.1 Identify three different jobs that they would consider applying for
	2.2 List own personal skills and abilities outlining how they would be useful for each identified job
3. Know about applying for a job	3.1 Outline the benefits and/or drawbacks of applying for a job by: a) letter b) application form c) CV d) letter and CV or application form e) online f) telephone
	3.2 Identify the essential details that should be included when applying for a job
	3.3 Outline how an organisation uses CVs to select applicants for interview

	3.4	Identify relevant personal details necessary for effectively completing his/her CV
4. Know about interview skills and procedures	4.1	Identify key elements to consider when: a) preparing for an interview b) being interviewed
	4.2	Outline what to expect at an interview