

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Applying for Work
Unique Reference Number:	D/615/9864
Level:	Level 2
Credit Value:	2
Minimum GLH:	16

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Recognise different ways of applying for jobs	1.1 Describe the different ways of applying for jobs and what is involved in each approach.
2. Be able to produce a Curriculum Vitae (CV)	2.1 Produce a clearly structured and legible CV which includes relevant information and summarises own experience, qualities and skills
	2.2 Modify a CV for a specific purpose, including all relevant information
3. Be able to write a covering letter	3.1 Describe the range of information required in a covering letter to meet the needs and expectations of employers
	3.2 Produce a formal covering letter in an appropriate format, which meets accepted conventions in language structures and register
	3.3 Adapt the letter appropriately for both a direct and a speculative approach
4. Be able to complete job application forms	4.1 Read the job requirements and specifications and describe the range of information required.
	4.2 Describe own skills and experience relevant to the job specifications and prepare draft text
	4.3 Complete the form providing the information

requested and the level of detail required

4.4 Present the information in a style and register appropriate to the audience

4.5 Check the form for spelling, grammatical accuracy and appropriate sentence structures, amending where necessary