

This form should only be used for learners **not** using the OCR Evidence Booklet or if supplementary tasks are to be inserted in to the Evidence Booklet.

Entry Level 3

Candidate's name:

The work you submit for assessment must be your own.

You must not copy from someone else or allow someone else to copy from you.

I confirm that this is all my own work.

Candidate's signature

Date

| Assessment criteria | Document/Page number | Attached (insert ✓) |
|---|----------------------|---------------------|
| 1.1 Identify the personal information needed for employers | | |
| 1.2 Identify how personal information can be provided to employers | | |
| 2.1 Identify the qualities needed to present themselves positively to employers | | |
| 2.2 Demonstrate how to communicate positively with employers | | |
| 3.1 Complete an application form for a job | | |
| 3.2 Produce a personal statement | | |
| 4.1 Demonstrate how to present evidence of personal achievements | | |

| Assessment criteria | Document/Page number | Attached (insert ✓) |
|--|-----------------------------|----------------------------|
| 5.1 Gather feedback on strengths and areas for improvement when presenting information | | |
| 5.2 Identify ways to improve presentation skills | | |