

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.

Level 1

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 main types of personal information required for employers		
1.2 Identify situations when personal information may need to be updated in working life		
1.3 Identify situations when personal information should not be given out		
2.1 Demonstrate how to communicate personal information for employers		
3.1 Complete an application form for a potential job		
3.2 Produce a short personal statement that can be included within a curriculum vitae (CV)		
3.3 Produce a curriculum vitae (CV) that includes the personal statement		

Assessment criteria	Document/Page number	Attached (insert ✓)
4.1 Plan a presentation of personal achievements		
4.2 Give a presentation of personal achievements		
5.1 Identify own strengths in presentation skills		
5.2 Identify areas that need improvement		
5.3 Request feedback on how to improve these skills		