



Unit 4 Know how to complete a job search

Entry Level 3

Evidence requirements for centre assessors

Assessment must take place before submitting learner work to the OCR Examiner-moderator. This should be made evident by the centre assessor using annotations (ie ticks and comments).

Assessment criteria	Requirements
1.1 Identify employment sectors	Learners must identify three employment sectors.
1.2 Identify jobs within employment sectors	Learners must identify one job from each of the three different sectors identified in AC 1.1.
2.1 Identify where to search for jobs	Learners must identify three sources where jobs can be found. e.g. <ul style="list-style-type: none"> • newspaper • Internet • agencies • job centre.
2.2 Identify specific jobs from different sources	Learners must identify three different jobs from the named sources. Evidence may take the form of clippings or print outs.

Assessment criteria	Requirements
3.1 Identify different features of jobs	Learners must identify three features of two different jobs, e.g. <ul style="list-style-type: none"> • shift pattern • working hours • manufacturing or service industry • local or otherwise.
3.2 Identify job features that suit them	Learners must identify two features of a job that they would prefer. e.g. <ul style="list-style-type: none"> • part-time hours which can be worked around childcare commitments.
4.1 Identify own skills or personal attributes	Learners must identify three of their own skills or personal attributes. e.g. <ul style="list-style-type: none"> • enthusiasm • willingness to learn • flexibility • ICT skills.
4.2 Identify a suitable job for them	Learners must identify a suitable job (from AC 2.2 or AC 3.1) that they would prefer to do. Two reasons must be given as to why.