



Unit 5 Provide personal information for employers

Entry 3 Level

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 (i.e. ticks and comments).

Assessment criteria	Requirements
1.1 Identify the personal information needed for employers	<p>Learners must identify four items of personal information.</p> <p>e.g. name, address, contact number and age or date of birth.</p> <p>Learners should be encouraged to identify additional relevant information.</p>
1.2 Identify how personal information can be provided to employers	<p>Learners must identify at least four different ways of providing information in working situations.</p> <p>Accept any reasonable answer.</p>

Assessment criteria	Requirements
2.1 Identify the qualities needed to present themselves positively to employers	<p>Learners must identify at least four different qualities that help to present themselves positively to employers.</p> <p>e.g.</p> <ul style="list-style-type: none"> • able to ask questions • able to respond appropriately to questions • use appropriate body language • good time keeping, being reliable • dressing appropriately.
2.2 Demonstrate how to communicate positively with employers	<p>Learners must demonstrate two different occasions of positive communication with employers,</p> <p>e.g.</p> <ul style="list-style-type: none"> • face to face • telephone • email. <p>The examples may be real or simulated</p> <p>The evidence must clearly state the type of situation and in what way the learner was positive. For example, use of body language, spoke clearly, gave a clear indication of why they would like the job etc.</p> <p>The tasks can be evidenced by any suitable means for example a witness statement, a recording, a video or annotated photo.</p>
3.1 Complete an application form for a job	<p>The application form may be provided by the centre or sourced by the learner. It may be handwritten, electronic or word processed.</p> <p>The final draft of the form must be submitted as evidence and must be legible and fit for purpose.</p>

Assessment criteria	Requirements
3.2 Produce a personal statement	<p>The personal statement may reinforce the strengths of the learner, e.g.</p> <ul style="list-style-type: none"> • previous experience • own skills • qualifications • interests • hobbies • goals • use of IT • photos • illustrations. <p>The final draft of the personal statement must be submitted as evidence and must be legible and fit for purpose.</p>
4.1 Demonstrate how to present evidence of personal achievements	<p>The learner must demonstrate that they can present evidence of their personal achievements.</p> <p>The evidence must show at least two achievements and state how the achievements were presented. The presentation may be in the form of a portfolio, display, verbal or visual presentation or similar.</p> <p>The task can be evidenced by any suitable means, e.g.</p> <ul style="list-style-type: none"> • a witness statement • peer assessment • a recording • a video or annotated photo.

Assessment criteria	Requirements
<p>5.1 Gather feedback on strengths and areas for improvement when presenting information</p>	<p>The learner must gather feedback from individuals or groups by asking them relevant questions. The questions may be pre-prepared and the answers do not need to be written down by the learner, audio/video recordings or questionnaires can be used.</p> <p>The evidence must state the questions the learner asked to gather feedback about one strength and one area for improvement.</p> <p>The task can be evidenced by any suitable means, e.g.</p> <ul style="list-style-type: none"> • a witness statement • peer assessment • recording • video or questionnaire.
<p>5.2 Identify ways to improve presentation skills</p>	<p>The learner must identify two areas for improvement in their presentation skills, from the feedback given.</p> <p>The learner should then identify one way to improve each 'area for improvement' that they have identified.</p> <p>The task can be evidenced by any suitable means for example a witness statement, video/audio recording or document.</p>