

Unit Title: Preparation for work

OCR unit number: N5
 Life and Living Skills Area: World of Work
 Level: Entry 1
 Credit value: 2
 Guided learning hours: 20

Unit purpose and aim

To encourage learners to look at their own skills and qualities in relation to those needed at work.

This unit spans a range of achievement for learners working at the 'Development' to 'Application' stages of the Entry 1 Achievement Continuum.

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
The Learner will: 1 Recognise personal skills and qualities	The Learner can: 1.1 Identify some of their own personal skills and qualities	<ul style="list-style-type: none"> Participating in a shared activity to identify own personal skills and qualities, for example, looking through record of achievement to see what they have achieved Participating in a group work activity to identify own personal skills and qualities, for example, through Circle Time activities Asking others they know well to identify their personal skills and qualities, for example, asking their parents, peers, tutors
2 Identify what kind of work they would like to try	2.1 Identify the kind of work they would like to try 2.2 Identify different aspects of the work they would like to try	<ul style="list-style-type: none"> View video clips of different types of work that are available to them. Discuss with support staff the different jobs done in the field of work they have watched/listened to and the ones that they would like to try and why Participate in a World of Work Activity Week; make choices about the work

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
	<p>2.3 Say why they would like to do the job</p> <p>2.4 Say if their own skills and qualities would be helpful in the job</p>	<p>available and which of the jobs involved in that work that you would like to try. Discuss with others why they would like to try that part of the work</p> <ul style="list-style-type: none"> • Look through some brochures and publicity material about different types of work. Discuss with their tutor work that they would like to try and in particular the jobs related to that work that they would like to try • Discuss with the support staff why and which of their own skills and qualities would be helpful in the job that you would like to try.

Assessment

Assessment of this unit must make use of the Entry 1 Achievement Continuum. Assessors will be required to indicate the stage on the continuum at which the learner has achieved the learning outcome.

This unit spans a range of achievement from the **development** to **application** stages of the Achievement Continuum. It may be assessed using any method, or combination of methods, which clearly demonstrate that the learning outcomes and assessment criteria have been met.

The examples provided are just that, learners may demonstrate their ability to meet the criteria in many other ways. Learners are not expected to undertake all these activities in order to meet the assessment criteria.

Evidence requirements

Candidates must show that they have recognised their own skills and qualities and the kind of work that they would like to try. The learner may need support in recognising their skills and qualities and the work available; this will be reflected in their Record of Assessment and Evidence.

The Record of Assessment and Evidence for this unit must be completed in full and signed by the assessor to confirm the evidence is authentic and meets the requirements of the learning outcomes and assessment criteria. The completed Record of Assessment and Evidence, together with any other appropriate form of evidence, must be submitted for moderation.

Additional information

The following documents must be used to record candidate evidence and their level of achievement on the Entry 1 Achievement Continuum:

- Entry 1 Achievement Continuum
- Record of Assessment and Evidence