

Please read the instructions printed at the end of this form. **One** of these sheets, suitably completed, should be attached to the assessed work of **each** candidate.

Unit Title	Planning for work			Unit Code	R062	Series	Jan / June	Year	2	0		
Centre Name							Centre Number					
Candidate Name							Candidate Number					
Marking Criteria							Teacher Comments		Mark	Page No.		
LO1: Be able to assess the requirements of job roles												
MB1: 1 – 5 marks		MB2: 6 – 9 marks		MB3: 10 – 12 marks								
<p>Demonstrates basic understanding of some of the main reasons for, and methods of, business recruitment.</p> <p>Makes loosely informed decisions when choosing suitable employment area, identifying a narrow range of roles and working practices within it.</p> <p>Selects job role with limited rationale. Identifies a few relevant skills and competencies from a job description and a person specification.</p> <p style="text-align: right;">[1 2 3 4 5]</p>		<p>Demonstrates a sound understanding of the main reasons for, and methods of, business recruitment.</p> <p>Makes mostly realistic decisions when choosing suitable employment area, identifying a range of roles and working practices within it.</p> <p>Selects job role with sound rationale. Identifies some relevant skills and competencies from a job description and a person specification.</p> <p style="text-align: right;">[6 7 8 9]</p>		<p>Demonstrates a comprehensive and detailed understanding of the main reasons for, and methods of business recruitment.</p> <p>Makes reasoned and fully realistic decisions when choosing suitable employment area, identifying a wide range of roles within it, demonstrating understanding of most types of roles and working practices.</p> <p>Selects job role with reasoned and thorough rationale. Identifies many relevant skills and competencies from a job description and a person specification.</p> <p style="text-align: right;">[10 11 12]</p>								

Marking Criteria			Teacher Comments	Mark	Page No.
LO2: Be able to take part in the recruitment process as an applicant					
MB1: 1 – 4 marks	MB2: 5 – 7 marks	MB3: 8 – 9 marks			
Assesses self in a limited way to produce basic self-assessment. Demonstrates cursory self-reflection during self-assessment and interprets findings using limited rationale. [1 2 3 4]	Assesses self in detail to produce a considered self-assessment. Demonstrates some self-reflection during self-assessment and interprets findings using sound rationale. [5 6 7]	Assess self critically and thoroughly to produce a comprehensive and meaningful self-assessment. Demonstrates thorough self-reflection during self-assessment and interprets findings using well-argued, reasoned rationale. [8 9]			
MB1: 1 – 5 marks	MB2: 6 – 9 marks	MB3: 10 – 12 marks			
Produces application documents (produces a CV, completes an application form and writes an application cover letter), which show limited relevance to chosen job role, addressing in a superficial way some points from the job description and person specification. A few of the skills, experience, behaviours, and attitudes needed to meet requirements in the job description and person specification are highlighted, with limited accuracy. Some content is relevant , though with a basic use of the appropriate structures and format. Makes use of specialist terminology with limited relevance and accuracy. There may be errors in spelling, punctuation and grammar which are intrusive and likely to impact on the meaning. [1 2 3 4 5]	Produces application documents (produces a CV, completes an application form and writes an application cover letter) which show some relevance to chosen job role, addressing in detail many relevant points from the job description and person specification. Some of the skills, experience, behaviours and attitudes needed to meet requirements in the job description and person specification are highlighted, with some accuracy. Most content is relevant and presented in a structured and coherent format. Uses specialist terminology showing a general understanding and with reasonable accuracy. Occasional errors in spelling, punctuation and grammar will not affect the overall meaning. [6 7 8 9]	Produces application documents (produces a CV, completes an application form and writes an application cover letter) which are wholly relevant to chosen job role, addressing comprehensively all relevant points from the job description and person specification. Most of the skills, experience, behaviours, and attitudes needed to meet requirements in the job description and person specification are highlighted with detailed accuracy. Content is relevant , clear and presented in a structured and coherent format. Uses specialist terminology accurately and appropriately . Contains few, if any, errors in spelling, punctuation and grammar. [10 11 12]			
MB1: 1 – 3 marks	MB2: 4 – 6 marks	MB3: 7 – 9 marks			
Prepares basic plan for job interview, showing limited links to the job vacancy. Research is limited and includes basic information on the employer. Any question preparation has limited relevance to the vacancy. [1 2 3]	Prepares sound plan for job interview, showing some links to the job vacancy. Research includes some relevant information on the employer, and question preparation has some relevance to the vacancy. [4 5 6]	Prepares comprehensive plan for job interview, showing many clear links to the job vacancy. Research includes detailed and relevant information on the employer, and question preparation is both extensive and has full relevance to the vacancy. [7 8 9]			

Marking Criteria					Teacher Comments	Mark	Page No.
LO3: Be able to plan for a career							
MB1: 1 – 4 marks		MB2: 5 – 7 marks		MB3: 8 – 10 marks			
<p>Evaluates own performance during the recruitment process with limited amount of detail. Identifies a few relevant strengths and weaknesses during the review of self-assessment, completion of application documents and plan for job interview.</p> <p>Justifies briefly the suitability of chosen job role, with limited rationale.</p> <p style="text-align: right;">[1 2 3 4]</p>		<p>Evaluates own performance during the recruitment process with some detail. Identifies some relevant strengths and weaknesses during the review of self-assessment, completion of application documents and plan for job interview.</p> <p>Justifies with detail the suitability of chosen job role, with some clear rationale.</p> <p style="text-align: right;">[5 6 7]</p>		<p>Evaluates in detail own performance during the recruitment process, demonstrating a balanced view of own performance. Identifies many relevant strengths and weaknesses during the review of self-assessment, completion of application documents and plan for job interview.</p> <p>Justifies comprehensively the suitability of chosen job role, with clear and reasoned rationale.</p> <p style="text-align: right;">[8 9 10]</p>			
MB1: 1 – 3 marks		MB2: 4 – 6 marks		MB3: 7 – 8 marks			
<p>Produces basic plan for personal career development, showing limited reference to self-assessment and subsequent evaluation.</p> <p>Plan contains a few achievements, skills gaps or training needs relevant to chosen employment area. Identifies targets which have limited relevance to future personal development, and appear in a sequence showing limited logical reasoning.</p> <p style="text-align: right;">[1 2 3]</p>		<p>Produces detailed plan for personal career development, showing some reference to self-assessment and subsequent evaluation.</p> <p>Plan contains some achievements, skills gaps or training needs relevant to chosen employment area. Identifies targets which have some relevance to future personal development and which appear in a logical sequence.</p> <p style="text-align: right;">[4 5 6]</p>		<p>Produces comprehensive plan for personal career development, showing clear reference to self-assessment and subsequent evaluation.</p> <p>Plan contains detailed list of achievements, skills gaps and training needs which are wholly relevant to chosen employment area. Identifies targets which are realistic, highly relevant to future personal development and which appear in a logical and achievable sequence.</p> <p style="text-align: right;">[7 8]</p>			
					Total/60		
If this is a re-sit, please tick		Series and Year of previous submission		Jan / June	2 0	Please tick to indicate this work has been standardised internally	

Please note: This form may be updated on an annual basis. The current version of this form will be available on the OCR website (www.ocr.org.uk).

Guidance on completion of this form

- 1 **One** sheet should be used for each candidate.
- 2 Please ensure that the appropriate boxes at the top of the form are completed.
- 3 Please enter *specific* page numbers where evidence can be found in the assessment task, and where possible, indicate to which part of the text in the mark band the evidence relates.
- 4 Circle the mark awarded for each strand of the marking criteria in the appropriate box and also enter the circled mark in the Mark column.
- 5 Add the marks for the strands together to give a total out of 60. Enter this total in the relevant box.