Unit Title:	**Completing a job application form**
OCR unit number:	N14
Life and Living Skill Area:	World of Work
Level:	Entry 3
Credit value:	2
Guided learning hours:	20

Unit purpose and aim

This unit will give learners an opportunity to develop skills for completing application forms for employment.

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
The Learner will: 1 Be aware of different methods of applying for a job	**The Learner can:** 1.1 List different ways of applying for a job	The learner can state different methods of applying for a job. For example the learner takes part in a group, paired or one-to-one discussion about different ways to apply for a job. The learner asks people they know, such as tutors, friends and family, about ways they have applied for and presents their findings in a simple format such as a poster or chart with findings such as; a friend applied for a holiday job by going to a shop and asking if they needed any help, a family member applied for a job by going to the job centre and completing an interview, a teacher/tutor applied for a job by replying to a website advertisement and completing an online application form. The learner could complete a simple survey by collecting job advertisements and listing the different ways they ask people to apply for the vacancy. Learners can make use of text based, spoken, computer, Braille and interpreted/signed etc. sources of information.

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Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
2 Be able to complete a simple job application form	2.1 Identify the information necessary to complete a simple job application form	Learners will find out about types of information that are necessary to complete a simple job application form. To assist the learner, activities could be based around the following examples: the learner can take part in a question and answer activity about the kind of information needed on a job application form. The learner can be provided with a selection of simple job application forms in an accessible format, and identify the kinds of information required. With support, the learner could research online careers guidance or recruitment sites to find out the information needed to complete a job application form. The learner could list the information required as simple bullet points such as: job title, name of applicant, address of applicant, any qualifications or skills they have, reason(s) why they would like the job etc.
	2.2 Complete a simple job application form, with help	The learner will complete a simple application form with support. The application form may be hard copy or in a computer-based format. Support may be given with reading unfamiliar words, spelling, grammar and punctuation and the learner may make use of adaptive equipment, computers, Braille text communication aids, signed information etc.

Assessment

This unit may be assessed using any method, or combination of methods, which clearly demonstrate that the learning outcomes and assessment criteria have been met.

This unit will be assessed at Entry Level 3 and the methods of assessment will be appropriate to the learner's study or work environment and interests. To meet the assessment criteria the learner will show they are aware of different methods of applying for a job and that they are able to complete a simple job application form and identify types of information required completing an application form. Learners can be provided with a simplified application form adapted for their

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needs; the form may be hard copy or in a computer based format as appropriate for the learner's assessment needs.

It is noted that the learner's welfare should be ensured at all times and appropriate guidance/supervision given about providing personal information to complete a job application form particularly in computer based/online environments.

Assessment materials and information may be presented in a variety of formats appropriate for the learner and their assessment/educational/workplace environment. For example: text-based, computer, adapted technology, Braille, audio and audio/visual, photographs, spoken, signed, Braille, diagrams and raised diagrams etc formats. This list is not exhaustive

Possible ways of demonstrating that the assessment criteria have been met are provided in the third column of the unit, these are examples only, learners may demonstrate their ability to meet the criteria in many other ways.

Evidence requirements

This unit aims to equip learners to develop skills for completing application forms for employment.

Learners may receive help to complete a simple job application form. Help may include assistance given with reading unfamiliar words, spelling, grammar and punctuation on an application form and guidance and supervision should be provided when learners make use of online/web based communication to ensure learner welfare and security of personal information.

Support can be given as appropriate to the learner's assessment needs. For example, adaptive technology, accessing computer based forms, adaptive resources, such as Braille texts, assistance with checking spelling, grammar, punctuation and unfamiliar words.

Evidence will be appropriate to the learner's needs, workplace, study and/or assessment environment

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 that has been generated for the unit, must be submitted for moderation.