Unit 11: Career planning for ICT

Student Name: **Teacher:** **Date:**

Assessment Objective	Pass	Merit	Distinction
AO1 *Identify the main areas of employment within the IT sector and describe national trends within the sector*	Candidates will identify the main areas of employment within a selected sector of the IT industry and give a limited description of trends within the sector. They will show a basic understanding of the interrelationship of different sectors and the impact of new technology.	Candidates will identify the main areas of employment within the sector of the IT industry and give a detailed description of national trends within the sector. They will show a sound understanding of the interrelationship of different sectors and the impact of new technology.	Candidates will identify the main areas of employment within the selected sector of the IT industry and give a detailed description of national trends within the sector. They will demonstrate a good knowledge of why the trends exist and how they impact on the sector. They show a comprehensive understanding of the inter-relationship of different sectors and the impact of new technology.
AO1 NOTES			AO1: P M D
AO2 *Use sources of information to extract information on **two** career areas within the IT sector*	Candidates will identify two career areas within a selected sector. They will use a limited number of sources to access information. At least 6 different facts will be provided for each identified career area. The information will be briefly summarised but will cover a number of topics such as range of job roles or location of employers.	Candidates will identify two career areas within a selected sector. They will use a range of sources to access information. At least 6 different facts will be provided for each identified career area. The information will be clearly summarised and cover a number of topics such as range of job roles or location of employers in some detail.	Candidates will identify two career areas within a selected sector. They will use a range of up-to-date sources to access information. At least 6 different facts will be provided for each identified career area. The information will be detailed and cover a comprehensive number of topics such as range of job roles or location of employers in some detail. The information may include case studies on specific job roles.
AO2 NOTES			AO2: P M D
AO3 *Review progression opportunities within the IT sector for the **two** career areas*	Candidates will give a basic description of progression opportunities. They will show a limited understanding of the variety of jobs to which an entry level position can lead.	Candidates will give a clear description of progression opportunities. They will show understanding of the variety of jobs to which an entry level position can lead. They give examples of local, national and international employment opportunities.	Candidates will give a comprehensive description of progression opportunities. They will show understanding of the variety of jobs to which an entry level position can lead. They give examples of local, national and international employment opportunities. They will give examples of transferability of jobs between sectors. They may offer case studies from the sector or charts showing the hierarchy of jobs within an IT sector.
AO3 NOTES			AO3: P M D
AO4 *Assess own personal skills and achievements and analyse implications for progression in the **two** career areas chosen*	Candidates will make a general list of their own personal qualities, skills and achievements but do not make a clear link with their chosen career areas. They will identify a limited range of training opportunities.	Candidates will describe their own personal qualities, skills and achievements and there is a clear link with their chosen career areas. They will identify a range of training opportunities.	Candidates will evaluate their own personal qualities, skills and achievements, identifying their strengths and weaknesses. There is a clear link with specific jobs within their chosen career areas. They will describe a range of training opportunities for specific jobs.
AO4 NOTES			AO4: P M D

Student Name: **Teacher:**   **Date:**

Assessment Objective	Pass	Merit	Distinction
AO5 *Describe the steps in identifying job opportunities and the recruitment process for a specific job role*	Candidates will give a brief and general description of the steps in the recruitment process.	Candidates will give a description of the steps in the recruitment process that is clearly linked to a specific job.	Candidates will give a detailed of the steps in the recruitment process and it is clearly linked to a specific job.
AO5 NOTES			AO5: P M D
AO6 *Complete written application documentation for a specific job role*	Candidates will provide a basic CV. They will complete an application form or write a letter of application for a specific job role. They will provide general information, use an appropriate tone and manner and show accuracy in spelling and grammar.	Candidates will provide a well presented CV. They will complete an application form with a covering letter or write a letter of application for a specific job role. They provide information that is clearly linked to the job role, use an appropriate tone and manner and show accuracy in spelling and grammar.	Candidates will provide a well organised and presented CV. They will complete an application form with a covering letter or write a letter of application for a specific job role. They provide information that is clearly linked to the job role, use an appropriate tone and manner and show accuracy in spelling and grammar. They will include samples of work or describe work they have completed connected with the job role.
AO6 NOTES			AO6: P M D
AO7 *Plan for an interview for a specific job role*	Candidates will provide a basic plan for the interview. They will identify general questions and plan simplistic responses. Their research on the employer will be from one source and is lacking in detail.	Candidates will provide a sound plan for the interview. They will identify a range of questions and plan responses. Their research on the employer will be from more than one source and contains some detail.	Candidates will provide a detailed plan for the interview. They will identify a range of questions linked to the specific job and plan responses linked to their own qualities, skills and achievements. Their research on the employer will be from more than one source and contains comprehensive detail. They will prepare sample material to show at the interview.
AO7 NOTES			AO7: P M D
AO8 *Take part in an interview for a specific IT related job role, presenting personal information effectively and reviewing own performance*	Candidates will take part in an interview. They will use an appropriate tone and manner but may lack in confidence. They will present general information. They will provide a basic review of the interview, listing one or two points.	Candidates will take part in an interview. They will use an appropriate tone and manner but may lack in confidence. They will present information clearly linked to the job. They will provide a review of the interview identifying both strengths and weaknesses.	Candidates will take part in an interview. They will use an appropriate tone and manner and show confidence. They will present information clearly linked to the job and present a portfolio or describe in detail work they have done associated with the job role. They will provide a detailed review of the interview evaluating their strengths and weaknesses and identifying improvements.
AO6 NOTES			AO8: P M D

Overall grade awarded for this unit: PASS   MERIT   DISTINCTION   (Circle ONE grade)   **Signature:** _____