

## Unit R062 – Planning for work

### Identify suitable job roles

#### Instructions and answers for Teachers

These instructions should accompany the OCR resource 'Identify suitable job roles', which supports Cambridge Nationals in Business and Enterprise Level 1/2 Unit R062 – Planning for work.



The screenshot shows the OCR Business Level 1/2 worksheet for Unit R062 – Planning for work. The title is 'Identify suitable job roles'. Below the title, it states: 'Different jobs roles suit different people. A person's suitability for a job will depend on their values, interests, personality, aptitude and skills. The following tasks will help you match individuals to job roles.' Task 1 involves matching 10 job roles to individuals in a table. The job roles listed are: 'Programme manager', 'Human resources manager', 'Public relations officer', 'Production manager', 'Marketing manager', 'Sales manager', 'Finance manager', 'Operations manager', 'Quality control manager', and 'Customer services manager'. The individuals listed are: 'A person who likes to work in a team', 'A person who is good at organising', 'A person who is good at working with people', 'A person who is good at working with numbers', 'A person who is good at working with machines', 'A person who is good at working with computers', 'A person who is good at working with customers', 'A person who is good at working with suppliers', 'A person who is good at working with the public', and 'A person who is good at working with the media'.

**Associated Files:**  
Identify suitable job roles

**Expected Duration:**  
Task 1 - approx 20 minutes  
Task 2 - approx 20 minutes  
(plus feedback to the class)

This resource comprises of two tasks.

Both tasks can be completed by individual learners or in pairs.

There is opportunity for whole class discussion at the end of Task 2.

Different jobs roles suit different people. A person's suitability for a job will depend on their values, interests, personality, aptitude and skills. The following tasks will help you match individuals to job roles.

## Task 1

Shop assistant	Fire fighter
Pharmacist	Gardener
Hairdresser	Bricklayer
Journalist	Teacher
Fashion designer	Veterinary nurse

Match the 10 job roles shown above to the individuals in the table below.

You can use each job only once.

You may wish to work in pencil first.

An individual who:	Suitable job role:
cares for the well being of animals.	Veterinary nurse
likes working outdoors.	Gardener
is a good artist.	Fashion designer
has excellent written communication skills.	Journalist
is patient and understanding.	Teacher
likes dealing with lots of different people.	Shop assistant
copers well in stressful situations.	Fire fighter
shows attention to detail.	Pharmacist
has good people skills and is creative.	Hairdresser
enjoys hard physical labour.	Bricklayer

## Task 2

Steve has just completed a self-assessment statement. The statement reads:

I am a creative thinker who enjoys problem solving. I am good at maths and science. I love doing experiments, especially ones which need a microscope. I prefer to work on my own rather than as part of a team. I have more patience than many of my peers but I do not cope well in stressful situations. My hobbies are cycle maintenance and computing. I would like to make a difference in society.

In the box below recommend a suitable job role for Steve and give reasons for your choice. Be prepared to explain your reasoning to the class.

Recommended job role for Steve:

Research scientist/engineer/any other justified suggestion.

Reasons for your choice:

Learners should be encouraged to discuss their recommended job role for Steve with the rest of the class. Emphasis should be placed on matching Steve's values, interests, personality, aptitude and skills to a suitable job.



*These activities offer an opportunity for English skills development.*

## LESSONElements

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