

This form should only be used for learners **not** using the OCR Evidence Booklet or if supplementary tasks are to be inserted in to the Evidence Booklet.

Entry Level 3

Candidate's name:

The work you submit for assessment must be your own.

You must not copy from someone else or allow someone else to copy from you.

I confirm that this is all my own work.

Candidate's signature

Date

Assessment criteria	Document/Page number	Attached (insert ✓)
1.1 Identify the personal information needed for employers		
1.2 Identify how personal information can be provided to employers		
2.1 Identify the qualities needed to present themselves positively to employers		
2.2 Demonstrate how to communicate positively with employers		
3.1 Complete an application form for a job		
3.2 Produce a personal statement		
4.1 Demonstrate how to present evidence of personal achievements		

Assessment criteria	Document/Page number	Attached (insert ✓)
5.1 Gather feedback on strengths and areas for improvement when presenting information		
5.2 Identify ways to improve presentation skills		