

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.

## Level 2

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 types of personal information required by employers for a specific job		
1.2 Explain why different types of personal information are needed		
1.3 Explain the impact of not providing personal information		
1.4 Explain the risks associated with giving out personal information		
2.1 Demonstrate how to communicate personal information in a range of situations		
3.1 Complete an application form for a specific job		
3.2 Produce a covering letter for an application for a specific job		

Assessment criteria	Document/Page number	Attached (insert ✓)
3.3 Produce a curriculum vitae (CV) that can be adapted for specific jobs		
3.4 Explain why documentation must be adapted for specific jobs		
4.1 Identify different ways to present evidence of personal achievements		
4.2 Give a presentation of personal achievements		
4.3 Explain why presentation of personal achievements is important		
5.1 Evaluate own written and verbal skills when presenting personal information		
5.2 Recommend ways to improve written and verbal skills for the future		