



Unit 1 Assess myself for work

Entry Level 3

Evidence requirements for centre assessors

Assessment must take place before submitting candidate work to the OCR Examiner-moderator. This should be made evident by the centre assessor using annotations (ie ticks and comments).

Assessment criteria	Requirements
1.1 State skills or personal attributes needed for work	Learners must identify two skills or personal attributes needed for work, e.g. <ul style="list-style-type: none"> • communication skills • multi-tasking skills • honesty • positivity.
2.1 Identify own skills or personal attributes	Learners must identify two skills or personal attributes, which they possess, e.g. <ul style="list-style-type: none"> • using ICT • managing money • hard-working • energetic.

Assessment criteria	Requirements
2.2 Identify current level of own skills or personal attributes	<p>Learners must identify their current level of competence in their chosen skills or personal attributes.</p> <p>This could be shown by using written descriptors (very good/good/needs improvement).</p> <p>e.g.</p> <ul style="list-style-type: none"> • patience – good • sense of humour – very good • time management – needs improvement.
3.1 Identify a specific job of personal interest	<p>Learners must identify one job that they would like to be employed in.</p> <p>e.g.</p> <ul style="list-style-type: none"> • a bricklayer • a receptionist • a hairdresser
3.2 Identify skills or personal attributes to be developed for the specific job	<p>Learners must identify two skills or personal attributes that need to be developed for the job in AC 3.1.</p>
4.1 Produce an action plan to develop own skills or personal attributes	<p>Learners must produce a simple action plan to develop two skills or personal attributes.</p> <p>The plan must also include:</p> <ul style="list-style-type: none"> • what learner will do (to develop skills or personal attributes) • target date(s) • start date <p>A record of what has happened is not acceptable as a 'plan'.</p>

