Life SKILLS

Evidence Booklet

OCR Award and Certificate in Employability Skills

10399/10400/10401/10402/10403/10404
Unit 8: Understand how to complete a job search

Version 2

OCR
Oxford Cambridge and RSA

Evidence Booklet

Unit 8: Understand how to complete a job search

Candidate's name (Block capitals)____

Instructions to candidates

Read the instructions carefully and complete all tasks in this booklet.

Make sure that your writing is clear and legible.

When your evidence booklet is complete, sign and date the following declaration.

I confirm that

- the work in this booklet is my own work
- I have not copied from anyone or any other sources
- I have not allowed anyone to copy my work.

Candidate's signature.. Completion date……………………………

Centre assessor's name (Block capitals)_____

I confirm that I have read the Introduction for Tutors overleaf.

I confirm that I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.

I confirm that

- all tasks have been completed
- I have marked the work following the evidence requirements
- the work meets the assessment criteria.

Centre assessor's signature...Completion date……………………………

(If applicable)

Internal quality assurer's (IQA) name (Block capitals)_____

I confirm that I have checked this booklet and agree with the assessment decision.

IQA's signature... Date of quality assurance……………………………

(If applicable)

Scribe's name(Block capitals)_____

I confirm that I have transcribed the candidate responses using their own words.

Scribe's signature... Date……………………………

Introduction for tutors

The purpose of this evidence booklet is to provide a simple and manageable solution for gathering evidence for Unit 8 of these qualifications.

ASSESSMENT AND QUALITY ASSURANCE

Tutors may change any task or part of a task to make the context more appropriate for their learners. However, alternative tasks <u>must</u> meet the assessment criteria.

All evidence **must** be marked before submission. This should be indicated through a tick and/or feedback comment on each answer. Centre assessors must use the OCR evidence requirements for the unit when assessing the work. Tutors should check that there are no gaps in the evidence. Incomplete evidence must not be submitted. The relevant Assessment Criterion (AC) is listed against the title of each Task.

Witness statements **must** be fully completed by the witness (ie tutor, assessor, supervising person). Candidates **must not** complete any part of the witness statements.

Scribed work **must** be annotated with the scribe's initials. If candidates require a scribe, further guidance can be found in the JCQ document: *Access Arrangements, Reasonable Adjustments and Special Consideration 2014-2015*. The application form for reasonable adjustments is available to download from the JCQ website: http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms/form-vq-ia

Centres should have an internal standardisation process in place to ensure consistency of assessment across assessors. For further guidance refer to the Centre Handbook which is available to download from the OCR website: www.ocr.org.uk

SUBMITTING EVIDENCE

Answers should be individual to the candidate and his/her own work. Staple together the tasks in numerical order. Do not submit evidence booklets in folders or plastic pockets. Do not submit group coursework, handouts or downloads.

All evidence submitted must be legible. If evidence is scanned for electronic submission, please ensure that the scanned copy is clearly legible and that pages are in the correct sequence and orientation. Declarations on the front sheet <u>must</u> be signed and dated; a 'typed' signature is not acceptable.

A Candidate Submission Sheet must be completed in line with OCR Administration Guide. The sheets are available to download from the qualification pages on the OCR website: www.ocr.org.uk

Please note that OCR is unable to return candidate work to centres, so centres may wish to take a copy before submitting evidence.

FEEDBACK TO CENTRES

Examiner-moderators will complete an electronic Centre Feedback Report Form (e-NQF6) for each batch submitted. Reports are accessed through OCR Interchange.

KEEPING UP-TO-DATE

Occasionally OCR may up-date these booklets and assessment guidance. Please refer to the relevant qualification page on our website: www.ocr.org.uk for the most up-to-date version.

Task 1a (AC 1.1)

Explain the importance of completing a job search.

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Task 1b (AC 1.2)

Identify **two** reasons why a person might search for a job.

Reason 1

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Reason 2

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Task 2 (AC 2.1)

Identify **three** skills or personal attributes you need to complete a job search.

1 ....

2 ....

3 ....

Task 3a (AC 3.1)

Identify **three** sources of information that could be used in a job search.

Sources used in a job search

1 ....

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2 ....

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3 ....

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Task 3b (AC 3.2)

Identify **three** features of a job which could affect a person's job choice.

1 ....

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2 ....

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3 ....

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Task 3c (AC 3.3)

State **three** skills or personal attributes an **employer** might look for in an employee.

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Task 3d (AC 3.4)

State **four** skills or personal attributes that you have.

1 ....

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2 ....

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3 ....

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4 ....

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Task 4a (AC 4.1)

Using the sources you identified in Task 3 (AC 3.1), select one job which you feel would match your skills, personal attributes and interests. Enter the details of the job and the source you used to find it.

Job selected

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Details of the job

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Source

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Task 4b (AC 4.2)

Explain why you have chosen this job.

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Task 5a (AC 5.1)

Assess **two** skills or personal attributes you used **whilst job searching** by completing the table below.

Skill or personal attribute	My assessment of this skill [✓]	Comment on how well you used these skills or personal attributes whilst job searching
1	Very good ☐ Good ☐ Needs improvement ☐	
2	Very good ☐ Good ☐ Needs improvement ☐	

Task 5b (AC 5.2)

Explain how you could improve your future job searches. Give **two** examples.

1 ....

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2 ....

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The Qualification Numbers (QN) for these qualifications are:

OCR Award in Employability Skills Entry Level 3 – 601/5339/8

OCR Award in Employability Skills Level 1 – 601/5341/6

OCR Award in Employability Skills Level 2 – 601/5343/X

OCR Certificate in Employability Skills Entry Level 3 – 601/5340/4

OCR Certificate in Employability Skills Level 1 – 601/5342/8

OCR Certificate in Employability Skills Level 2 – 601/5344/1

The Unit Reference Number for this unit is:

Unit 8: Understand how to complete a job search K/506/8974