Life **SKILLS**

Evidence Booklet

OCR Award and Certificate in Employability Skills

10399/10400/10401/10402/10403/10404

Unit 16: Plan for and reflect on a job interview

Version 2

OCR

Oxford Cambridge and RSA

Evidence Booklet

Unit 16: Plan for and reflect on a job interview

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 16 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.

Additional information for assessors is provided on Page 4.

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.

Additional information for assessors

Evidence Booklets have been designed to enable candidates to meet all the assessment criteria by successfully completing each task, including a satisfactory Witness Statement for Task 4. However alternative evidence can reduce the amount of writing for a candidate.

Task 4

It is acceptable for the tutor to obtain a Witness Statement by telephone or email. In these circumstances the tutor should sign the Witness Statement on behalf of the Witness.

If it is not possible to obtain a Witness Statement for the actual interview – e.g. employer unwilling/unable to complete the form, a Witness Statement could be completed that relates to another real/simulated/mock interview.

Tasks 1, 2, 3 and 5

Tutors can ask questions and record answers electronically. However for the purposes of Internal Quality assurance and External Moderation the responses must be transcribed in the relevant section of the Evidence Booklet.

Task 1 (AC1.1)

Complete the table below.

Job title	
Name and address of the organisation	
Where the interview will take place	
Date and time of interview	

Task 2 (AC 2.1, 2.2, 2.3)

Complete the table below.

Working arrangements of the job, e.g. voluntary, full time	
Hours of work	
Rate and frequency of pay	
Place of work	
Main task/s and responsibilities	
Specific requirements of the job	
Four skills or personal attributes needed for this job	1 2 3 4

Task 3 (AC 3.1, 3.2, 3.3)

You must plan **one** short answer to questions likely to be asked at interview.

You must plan **one** extended response to knowledge based questions likely to be asked at interview.

You must plan **one** extended response to competency based questions likely to be asked at interview.

Question:

Short answer:

Knowledge-based question:

Extended response:

Competency-based question:

Extended response:

Plan **two** questions to ask at the interview.

Question 1:

Question 2:

Explain why it is important to plan answers and questions for an interview. You should give **two** reasons.

1.

2.

Task 4 (AC 4.1, 4.2)

WITNESS STATEMENT for interview

Name of candidate_____Date of interview_____

Job title_____Interview location_____

Please indicate (✓) which of the following the candidate demonstrated at the interview

Candidate made a positive impression in at least **three** ways:

- arrived on time
- was polite
- personal hygiene
- appropriate personal appearance

Candidate demonstrated at least **three** ways of communicating confidently:

- introduced self
- shook hands
- sat down when asked
- actively listened
- spoke clearly
- made eye contact
- showed positive body language
- responded appropriately to questions
- asked relevant questions

Please give **one** example of what the candidate did well

Please identify **one** area for improvement

I confirm that this is a true and accurate record of this candidate's performance at interview.

Witness Name: ....

Witness Signature: ....

Contact details of Witness: ....

Task 5 (AC 5.1, 5.2)

Reflect on what went well due to good planning **or** what did not go well due to poor planning.

Reflect on your personal performance at the job interview

What went well at interview?

What did not go well at interview?

(AC 5.3)

Produce a plan of improvements for future job interviews – based on the above reflections.

Actions to improve (**two** improvements required)	Target date/s

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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 16: Plan for and reflect on a job interview J/506/8982