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Cambridge
NATIONALS

SAMPLE LEARNER WORK WITH COMMENTARY

UNIT R062: PLANNING FOR WORK

BUSINESS

Level 1/2

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INTRODUCTION

This is a guide for teachers so that you can see how we would mark work. Cambridge Nationals are designed to give learners the project and let them create the work.

The guide contains sample learner work for this unit and covers all learning objectives, graded at Marking Band 1 (MB1) and Marking Band 3 (MB3).

The accompanying commentary explains why each piece of work was awarded its grade.

For MB1 graded work, additional guidance has been added to suggest improvements that could be made to make it an MB2 graded piece of work.

For MB3 graded work, additional guidance has been added to explain why it was awarded that grade and not the lower grade of MB2.

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MARKING BAND 1 SAMPLE LEARNER WORK

SAMPLE LEARNER WORK

Task 1: Planning to attend a career fair

Businesses need to recruit so they can be sustainable and employ workers with skills that suit the job at hand to work within the business so that the business hasn't got to pay for their training. Recruitment is the process, by which a business seeks to hire the right person for a vacancy. Internal recruitment involves appointing existing staff.

Without the right staff with the right skills, a business cannot make enough products to satisfy customer requirements. This is why organisations draw up workforce plans to identify their future staffing requirements. For example, they may develop plans to recruit a new ICT Manager when the current one plans to retire in eight months' time. A business might also recruit, when an employee leaves, to cover maternity leave or long-term sickness, when an employee is promoted and when a business expands.

Internal recruitment is when a company or business employs existing employees to apply for their business. Internal recruitment involves appointing existing staff. A known person is recruited. Methods used to advertise internally are notice boards, word of mouth and emails.

External recruitment involves hiring staff from outside the organisation. They will bring fresh ideas with them but they are unknown to the company. An external recruitment is when a business employs a total stranger to their business. Methods used to advertise a vacancy externally include, newspapers, websites, jobcentre and recruitment agencies.

There are many training programs and practices such as:

Some jobs require the employee to work in much different location. Mobile workers such as plumbers, electricians and sales reps. Teleworking involve using ICT to work away from the main workplace. The teleworker is connected to the company's network and communications with their office via email, telephone and internet video links. Home based workers work from home. Jobs which use this arrangement include anything from envelope-stuffing to cold calling. Self-employed is when a person can work for themselves instead of working for someone like a hair dresser.

Some working practises that exist within Mechanical Engineering include mobile working and occasionally working from home. However, because of the nature of the job and the need to be with the machine that is being built or fixed, these practises don't happen often. Therefore, work is often location based and in a fixed location.

SAMPLE LEARNER WORK**My self- assessment****Business skills**

The main business skills that I think I have are Communication skills, Interpersonal skills, Social networking, Creativity which will benefit me in talking to and seeing different people and customers. I think that I have to work on my getting in work on time and finishing work on time which has been a problem in the past but I have now sorted out all of my work and organised my time to meet the different deadlines. However I also think that one of my key skills is creativity which means that I can make up good ideas and expand on them to make a better idea. Communication is another main skill that I have as you meet and have to greet different people at the job role I would like to go for.

Attitudes

I am generally a positive person, however, I keep this quiet, and often confuse people because I am quite quiet unless with my group of friends. My attitude can change, and become very negative if I don't understand certain things or feel like I am not being listened to.

At the moment I am very determined to do the best I can as I am doing a couple of tests in the next couple of months which I think I am going to do well at. I am sitting a couple of exams in June which will be maths, double science, English, media studies, resistant materials etc. which I think hopefully I will get A-Cs in all the subjects I have picked.

Personality

From first impressions, I come across uninterested and dopey, but this is only when I am around certain people or unaware of what is going on around. I am a friendly and humble person that likes to talk and play computer games. I am quite trusting and think the best of people until they give me reason not to.

Aspirations

I want to become a mechanical engineer which I will specialise in and designing electrical products or services. The job role within mechanical engineering that I am interesting on doing would be working for transport for London and designing different electrical products. Another aspiration of mine is to use my education time better as my granddad didn't have the education that I have so I will get the best grades and knowledge out of my education I have been granted for free whereas in his country his parents couldn't afford for him to go to school.

Motivations

My motivations are to get a car, have a house, get money and work hard at what I really love. However, to meet these motives I have to make an effect at getting my work done on time and to work hard so that I can get everything I desire. These motives will be achieved if I can get all my GCSEs, A Levels and degrees in school, sixth form and university.

SAMPLE LEARNER WORK**The right job for me**

I have chosen the career engineering as I like engineering and have done work experience which I learned a lot which will later benefit in me getting a job.

I was researching on the website: http://www.prospects.ac.uk/mechanical_engineer_job_description.htm

Job roles and information:**Mechanical engineering:**

- managing projects using engineering principles and techniques
- planning and designing new production processes
- producing details of specifications and outline designs
- Making sure a product can be made again reliably and will perform consistently in specified operating environments.

Electrical engineers design, develop and maintain electrical control systems and/or components to required specifications, focusing on economy, safety, reliability, quality and sustainability.

Electrical engineer:

- identifying customer requirements
- designing systems and products
- reading design specifications and technical drawings
- researching suitable solutions and estimating costs and timescales
- making models and prototypes of products using three-dimensional design software.

Communications engineer:

Communications engineers work within a number of industries, including internet and computing technologies, networking and telecommunications, and radio. Some engineers concentrate on applying technical knowledge, whilst others focus on managerial activities. Many posts include elements of both managerial and technical responsibilities

- carrying out site surveys;
- travelling to meet suppliers, customers and colleagues based in other offices;
- negotiating product requirements with customers;
- providing technical guidance to colleagues and other teams;
- finding creative solutions to the challenges of network design, mobile communications, data service requirements, and internet and network signaling protocols.

SAMPLE LEARNER WORK**Technical sales engineer**

Technical sales engineers combine technical knowledge with sales skills to provide advice and support on a range of products. Clients are usually technical staff from non-retail organizations, such as factories, public utility providers, local authorities and hospitals. The emphasis of the work varies depending on the level of technical knowledge needed to sell a particular product or service.

- searching for new clients who might benefit from company products or services and maximizing client potential in designated regions;
- developing long-term relationships with clients through managing and interpreting their requirements;
- persuading clients that a product or service best satisfies their needs in terms of quality, price and delivery.

I have decided to choose the job role of a mechanical engineering as I am doing a subject of resistant materials which will help me in getting the job as it relates to the job as it is design and technology where you are learning the skills which involve engineering. I have been developing skills such as managing projects, production processes and outline designs. However, I also like the job as I have done work experience within this field. The skills that I have learnt from the work experience and subject that relates to the job role might give me an advantage over other people that are trying to go for the job. Also some of the skills like Communication skills, Interpersonal skills, Social networking and Creativity will help me in getting my job role. I think that I will suite the job because I like building and making things for a certain client or people like what I'm doing in one of my subjects that I am doing at the moment. From working in mechanical engineering the plan is to go into go karting which I would like to build and design the karts for the professional like one of my inspirational grow ups Lewis Hamilton and button. One of the places that I am planning to go to is a karting place where I can learn how to drive and the parts of a go kart to build my own.

SAMPLE LEARNER WORK**CV***Rahsharn*

15/12/97

Personal profile:**England**

I am working towards my gcses because at the moment I am currently in yr10 and haven't finished my gcses. The gcses I am working towards are business studies, media studies etc. would like to be a veterinary when I'm older because I have a lot of experience with keeping and training pets/animals.

Education and Qualifications

School gcse's- I will take most of my gcse's in June 2014:

- English (Pending)
- Maths (Pending)
- Science (Pending)
- Resistant materials (Pending)
- Media studies (Pending)
- Business studies (Pending)
- Geography (Pending)
- Religious education (Pending)
- Citizenship (Pending)

Work experience

I have worked in an estate agent, cleaning up papers and sorting them cut. Plus I was answering calls. I really didn't gain any sort of skills accept from sorting out paper but I did gain skills from talking to people/ customers with a more formal language techniques.

Interests and activities

I like to travel and have a laugh but not mix up my social life with it. I've been to many places/countries like for example France, Germany, Jamaica, Barbados, Guyana etc.

References

Vishal Singh

Miss B Simmons

Teacher (head of business)

SAMPLE LEARNER WORK**CV***Rahsharn***Education:** 2009-2014**Qualifications:**

- English language - A
- English literature - B
- Maths - B
- Core science - C
- RE - C
- Business studies - B
- Media studies - B
- Resistant materials - A
- Citizenship - C
- Geography - C

Work experience:

I have worked in a several different places which involves something to do with my job role which gives more experience than others. I have done some work experience related to mechanics in a garage in Enfield called island village mechanics. While there I had to take off some of the parts on a car and put it back on the right place.

I also volunteer at Hillfield Motors fixing cars which involved taking off parts of the car.

I can work independently in different situations.

References

Vishal Singh

Miss B Simmons

Teacher (head of business)

SAMPLE LEARNER WORK

Application Form

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Please note that the closing date for this job vacancy is 25th November 2012. To apply for this post please accompany this application form with your curriculum vitae and a cover letter.

We will require you to be available on 27th July and 31st July for interviews.

Section 1 Personal details

Title:	Mr	Last Name:				
First Names:		Rahsham				

Address:					

Postcode:					
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Home Telephone Number:					
Mobile Telephone Number:					
E-mail address:					

National Insurance Number:									
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Are you eligible to work in the UK?	Yes	X	No	<input type="checkbox"/>
Do you hold a full UK driving license?	Yes	<input type="checkbox"/>	No	X

If yes, do you have any points or convictions etc.?:					
---	--	--	--	--	--

Please state current Salary Package including benefits & holidays:					
---	--	--	--	--	--

Have you ever been convicted of a criminal offence?	Yes	<input type="checkbox"/>	No	X
Have you any prosecutions pending?	Yes	<input type="checkbox"/>	No	X

If yes, please give details / dates of offence(s) and sentence:					
--	--	--	--	--	--

SAMPLE LEARNER WORK**Section 3 Education**

Title:	Mr	Last Name:	
First Names:	Rahsham		

Date From	Date To	Name of School	Examinations taken and Qualifications Gained (Specify Grades)
May 2014	June 2014		OCR level 2 Cambridge National Certificate in business and enterprise
May 2014	June 2014		Double Science
May 2014	June 2014		Maths
May 2014	June 2014		English Language
May 2014	June 2014		Resistant materials
May 2014	June 2014		RE
May 2014	June 2014		English Literature
			Media Studies
			Geography

SAMPLE LEARNER WORK

Please list chronologically, starting with current or last employer.

Section 6 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (NB. References will only be taken if you commence employment with us)

Title:	Mr	Last Name:	
First Names:		Rahsham	

Reference 1		Reference 2			
Name:	Miss B Simmons		Name:	n/a	
Their Position (Job title):	Teacher (head of business)		Their Position (Job title):	n/a	
Work Relationship:	Teacher		Work Relationship:	n/a	
Organisation:			Organisation:	n/a	
Dates Employed:	From: January 2002	To:	Dates Employed:	From: n/a	To: n/a
Address:	n/a		Address:	n/a	
	n/a			n/a	
	n/a			n/a	
Postcode:	n/a		Postcode:	n/a	
Telephone No:	n/a		Telephone No:	n/a	
E-mail:	n/a		E-mail:	n/a	

Section 7 Declaration

I confirm that the information provided in this application and within my Curriculum Vitae is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purpose of assessing suitability for the post and may form the basis of any subsequent personnel file.

Signed:		Date:	
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White Rose undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. After initial assessment White Rose may keep your details on file pending suitable opportunities that may arise in the future. Please tick if you do not wish us to hold your details.

SAMPLE LEARNER WORK**Section 8 Recruitment Monitoring Form**

This sheet will be separated from your application xxxxxxxxxxxx does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented please COMPLETE THIS SECTION OF THE APPLICATION FORM.

What is your Ethnic Group?

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

A. White

- | | |
|---|--------------------------|
| White UK | <input type="checkbox"/> |
| Irish | <input type="checkbox"/> |
| White non-UK | <input type="checkbox"/> |
| Any other White background
(please give details) | <input type="checkbox"/> |

D. Black or Black British

- | | |
|---|--------------------------|
| Black Caribbean | <input type="checkbox"/> |
| Black African | <input type="checkbox"/> |
| Any other White background
(please give details) | <input type="checkbox"/> |

B. Mixed

- | | |
|---|--------------------------|
| White & Black Caribbean | <input type="checkbox"/> |
| White & Black African | <input type="checkbox"/> |
| White & Asian | <input type="checkbox"/> |
| Any other Mixed background
(please give details) | <input type="checkbox"/> |

E. Chinese or other ethnic group

- | | |
|--|--------------------------|
| Chinese | <input type="checkbox"/> |
| Vietnamese | <input type="checkbox"/> |
| Any other ethnic background
(please give details) | <input type="checkbox"/> |

C. Asian or Asian British

- | | |
|---|--------------------------|
| Indian | <input type="checkbox"/> |
| Pakistani | <input type="checkbox"/> |
| Bangladesh | <input type="checkbox"/> |
| Any other Asian background
(please give details) | <input type="checkbox"/> |

F. I do not wish to provide this information

SAMPLE LEARNER WORK**Section 8 Recruitment Monitoring Form continued****Gender**Male Female **Disability**

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled? Yes No **If yes, please give details:****Age Group**

14-25	<input type="checkbox"/>	26-35	<input type="checkbox"/>	36-45	<input type="checkbox"/>
46-55	<input type="checkbox"/>	56-65	<input type="checkbox"/>	66-70	<input type="checkbox"/>
Over 70	<input type="checkbox"/>				

Media

Please state where you saw this post advertised

SAMPLE LEARNER WORK

10th October 2013

Dear Mr James,

I am interested in applying for the job of mechanical engineering which was advertised at a jobs fair at my school, Grieg City Academy. I am very excited about becoming a mechanical Engineering because I would like the chance to be design new production projects and outline designs for the company whilst learning new skills and meeting new people. I have excellent practical skills and communication skills which I have gotten over work experience at Hillfields Motors which I had to arrange and rearrange parts of a car.

I look forward to having the chance to work with your company.

Yours sincerely,

RJ

SAMPLE LEARNER WORK**Questions I could ask at interview**

What locations will I be working at and if there is an emergency family problem will be able to get home quickly?

What type of tools would I be working with?

What time and date would I start this job?

Who will I be associated with?

What project would I be working on?

Interview plan

My interview will be in a week. To get to my interview it would cost me a regular bus ride and it would take round about an hour and a half to get there. The place that my interview would be is in central London so the cost of getting to the job would be medium. However, I will be paying for either the bus or train which will take me straight there. On the train it will be a couple of stops but on the bus it will take several stops to get to my interview so I would have to get up early and get the train or bus at 8:00am which the interview will be at 10:00am and I would like to get there early so I am not late and have a better start to prepare than others.

SAMPLE LEARNER WORK**Reviewing my performance**

I have learnt through my research and experience why businesses recruit as I now know what I would like to be in my career and more about the businesses that recruit and why they do it.

In the recruit process I thought that I had done very well as I understood what we needed to do. A weakness that I had was that I was mostly talkative in this part of the project so I fixed up and got some work done.

Reviewing the usefulness of my self assessment

My self-assessment was good because it gave me the chance to look at what skills I have. However, I feel that I need to speed up in work but once I was on go to do it, I do it really well. I think that the self assessment gave me a chance to review my skills and abilities plus aspirations of becoming a mechanical engineer.

Reviewing the suitability of my chosen employment area

I think that the area of employment is suitable for me because I love fixing and making things which I think suits me as a whole because I've always been interested in engineering.

Reviewing the suitability of my chosen job role

I think that my chosen job role suits me as mechanical engineering needs a set of skills which I have like creativity, interpersonal skills and communication skills. However, I can benefit over other people because they would have to waste time training on the skills I have already which I can get a better start.

Reviewing the suitability of my application documentation

I think that my CV is very suitable as I have a lot of experience for the job role as I have done some work experience involving the job role. However, the grades that I have obtained will be right for the job role as they all are the sort grades I need to become an engineer.

I think that my application form is good as it has a lot of information about me and has met the criteria for the job role. However, the document could have been better but it will be enough to get me the job as it has a lot about my work experience and what I would be doing for the next upcoming years.

Reviewing the suitability of my job interview plan

I think that I have done my preparation for my interview good as I have used a range of information about the questions I would be asked and questions that I would ask the employer as I would like to find out about the job role. However the plan is also good as it has how I will be getting to the Interview.

SAMPLE LEARNER WORK**Plan my career****Career plan - In the next 3 years**

In the next three years I will have done all my GCSE's and taken some of my A levels. When I am in college or sixth form I want to do the courses Media studies, Engineering, Performing arts and Business. However, in my research I found out that I could apply for becoming a Veterinary, Farmer, Accountant, engineering and Entrepreneur. However, some of these jobs relate to some of the skills I have.

Achievements - GCSE's and A levels

Skills gap - Learning network design and CAD

Training needs - I think that I will be in sixth form so that I could achieve my A Levels and go on to do my career which is mechanical engineering. However, I would have to complete all my A Levels successfully to do my job role.

Career plan - in the next 5 years

In the next five years I think I will be at university to get my degree in design and technology so that I can go and do mechanical engineering which will be a future career.

Achievements - work experience and learning.

Skills gap - learning/gaining experience while working.

Training needs - I will need to get some experience for my career.

Career plan - in the next 10 years

In the next 10 years I would like to be doing my career and I will look for part time jobs that involve the job role I am going for so that I can get even more experience for the job role so that I will have an advantage over different people going for the job role as I will have already had some experience with the job role.

Achievements - job of mechanical engineering and some experience.

Training needs - some experience in design and Tec plus some skills in engineering.

Learning Objective 1 – Be able to assess the requirements of job roles**Marking commentary on MB1 sample learner work**

The learner has provided a basic understanding of some of the reasons why a business may recruit. For example they have looked at staff that may not have the right skills; they have very briefly discussed when staff leave or maternity cover. However this is not expanded and is very brief. The learner has discussed the differences between internal and external recruitment. They have produced a paragraph about training programs which although interesting does not have any relevance to the specification. The learner has very briefly outlined working practices of mechanical engineering, however this is very basic. There is no real evidence about employment area as such or how a decision was made to look at the working practices in this area. The learner has then gone and looked at jobs in engineering and it would have been much better had the learner looked at engineering as an employment area. They have made a loosely informed decision about why they have chosen mechanical engineering but they have used prospects website rather than a job description and person specification (as required in the mark bands) and therefore evidence meets the requirements for mark band one.

Suggested improvements to progress sample learner work to MB2

To move to mark band two the reasons for recruitment need to be further developed and expanded. The methods of recruitment needs to be expanded and needs to provide a good description of how a business can recruit. Learners need to provide a discussion as to an employment area and the working practices in that area, rather than looking at a job role. Learners need to include the job description and person specification and use this and not a website overview of a job to meet the requirements to move beyond mark band one. Centres are reminded that job descriptions and person specifications must be included.

Learning Objective 2 – Be able to take part in the recruitment process as an applicant**Marking commentary on MB1 sample learner work**

The learner has produced a self-assessment, however it reads as a list and the learner has not expanded the points. There is limited self-reflection and self-assessment with limited rationale and therefore mark in band one can be agreed. The learner has produced a CV; however it is poorly worded and includes many grammatical errors. The work experience section is very poor and this could have been developed. The application form is reasonably completed; however the function/responsibilities section is really weak and does not match the CV. The learner did not include the CV/JD therefore there is no way of assessing this against the JD/PS as required, however the application form shows little customisation. The letter has errors and is not correctly addressed or follows traditional business letter format. It is poorly written and does not show how the learner can meet the job requirements. Therefore due to lack of customisation, poorly structured/errors in documents and lack of JD/PS a mark in band one is appropriate. We have to assume that the job is somewhere in London but we have no evidence to confirm this or that it has anything to do with London Underground. Evidence needs to be explicit as to the job vacancy applied for. The plan is very basic and provides little information. We cannot confirm that the information provided is appropriate as there is no highlighting or relevance to any job advertisement. The learner has produced some questions but these are very limited. They have come up with some questions to ask but these are general and it does not seem specific to the role of Mechanical Engineer.

Suggested improvements to progress sample learner work to MB2

Learners would need to produce a stronger assessment eg why does the learner think they have communication skills, interpersonal skills and social networking - are these positive skills or weaknesses? The learner would need to look at their strengths and weaknesses and provide an assessment which is an honest reflection and not just a description/list of skills with little analysis. They would then interpret these findings with some detail as to what their self-assessment means and how they will overcome their weaknesses. To move into mark band two for the application documents a good quality job description and person specification must be included in the evidence and this must show how the learner has "mapped" themselves to the job requirements. They have to show many relevant points in detail and some skills, experience, behaviours and attitudes with some accuracy. This means that the letter and/or CV and the application form needs to be customised to meet the job requirements. The documents need to be presented using correct business format for the letter and these should only have spelling/grammatical errors to move into mark band two.

Learning Objective 3 – Be able to plan for a career**Marking commentary on MB1 sample learner work**

The learner has produced a review of their performance. The review/evaluation is superficial and everything is positive with few negative points. The evaluation is limited in detail and the points are not developed. There is limited rationale for the suitability of role and therefore mark in band one can be confirmed.

The learner has produced an interesting career plan; however this has limited relevance to moving into being a mechanical engineer. Learners need to look at the qualifications required and specific courses to move into eg is media and performing arts A levels going to get them onto a university course in mechanical engineering? Which A levels do they need for their course? Which course will they choose? How does a degree in design and technology enable them to become a mechanical engineer? There are no real achievements, skills gaps or training needs discussed in any depth and therefore this is poor evidence and meets the band one requirements. The career plan is vague and does not identify specifics relating to the role and there is no evidence of achievements and therefore this does not move beyond mark band one.

Suggested improvements to progress sample learner work to MB2

To move into mark band two the learner would need to provide a more developed and balanced evaluation. The arguments tend to be one-sided and there is limited rationale as to why the role meets the requirements.

MARKING BAND 3 SAMPLE LEARNER WORK

RECRUITMENT

SAMPLE LEARNER WORK

**There are many reasons for Recruitment**

- Shortage of skills means that some skills are missing in the job.
 - To cover illness/maternity leave.
 - If someone is dismissed.
 - If someone retires.
- Businesses may be busy through particular seasons such as Christmas and Eid so they will need seasonal staff.
- The business may grow and need more staff.

**There are many methods of Recruitment**

- Internal recruitment is when the business looks to fill vacancy from within its existing workforce.
- External recruitment is when the business looks to fill vacancy from any suitable applicant outside the business.
 - Advertising - this is the most common form of external recruitment, they can be found in many places like; local newspaper, social networks, notice boards and recruitment fairs.
 - Job Centre - these are paid by the government and are responsible for helping the unemployed find jobs or get training.
 - In-house advertising - this is done within the business.

SAMPLE LEARNER WORK**Recruitment****Why vacancies arise in a business**

There are several reasons why vacancies arise:

- An employee leaves: people may retire, move away from the area or find a job which suits them better, pays more or involves less travel.
- High staff turnover: this can happen if working conditions are poor, the hours are long or wages are lower than at similar companies.
- Extra work: as business expand, they often need extra staff. This can include managers and supervisors as well as support staff.
- Sickness: if staff members are ill and need to stay off work for some time, temporary cover may be needed to make sure their work is done.
- Different job roles required: if a business starts to carry out new types of work, then job roles will change.
- Maternity and paternity cover: maternity leave expectant mothers can take up to 12 months' leave; new fathers can have up to two weeks' leave. Parents of young children can apply for parental leave. Employers can fill these vacancies on a temporary basis.

Ways of recruiting staff**Jobcentre plus**

This is a government-funded service that accepts job advertisements by phone or email. They focus on helping people who are unemployed to find work. They help you get a job. It can be very expensive to pay from the recruitment, however they have access to a wide variety of CV's.

Consultants

They specialise in filling senior positions that need someone with specialist skills and experience to poach staff to work at one business over another. They recruit people with better skills as they are professionals. Consultants can be very expensive as companies must pay to use them.

Recruitment agencies

They advertise permanent and temporary vacancies on behalf of their business clients, who only pay a fee if a permanent vacancy is filled. Temporary staff are unusually paid by the agency which charges the client a higher rate. It is an easy way of recruiting because they do all the work. It can be very expensive.

From within the business itself

This happens if there are suitable internal applicants who can apply for promotion. The business must still follow a proper recruitment procedure to ensure equal opportunities for all applicants. It is a benefit because there are no recruitment costs. There might be better external candidates though, that the business may miss out on.

Advertising

Many businesses advertise vacancies, which may involve posting them online at sites such as fish4jobs, or advertising them in local or national newspaper or relevant trade journal. These advertisements get seen by more employees and a wider range of people, however advertising can be expensive.

SAMPLE LEARNER WORK**Types of Recruitment - Internal and External Recruitment**

Recruitment option	Advantages	Disadvantages
Internal	<ul style="list-style-type: none"> • Candidates' strengths and weaknesses are known. • Cheaper to advertise. • Vacancy can be filled more quickly. • Staff see that there are opportunities for advancement. 	<ul style="list-style-type: none"> • Only suitable when there is a potential promotion involved. • The person appointed is unlikely to bring fresh ideas to the job. • It still leaves a job to fill within the company as the internal candidate must be replaced.
External	<ul style="list-style-type: none"> • External person has outside experience and new ideas. • Suitable for basic level jobs where there is no promotion opportunity. 	<ul style="list-style-type: none"> • Not easy to judge applicants-some people are good at selling themselves at interview. • May not fit into the existing team. • May take time to fill vacancy. • New employees may need training.

SAMPLE LEARNER WORK**The Recruitment Process**

Stages in the process	A description of the stage
Identify a vacancy	This is when the business finds a job that needs to be filled.
Create a job description	This is where the business gives a description of the job which summarises the main facts about the job.
Create a person specification	This is where the business tells us about the skills and abilities needed for the job this is linked to the job description this states the skills and abilities needed to do the job effectively.
Advertise the post	The business will advertise the job they may advertise the job by posting them online on sites like fish4job or advertising in local or national newspaper.
Shortlist the candidates	The business will then narrow down the applications to choose the ones most suitable for the job and identify which candidates meet all the essential requirements.
Interview the shortlisted candidates	The business will then give an interview to the people they have chose to recruit in the interview they will find out what personality you have and whether you fit into the company.
Select/employ the most suitable candidate	The business will then select the most suitable candidate and employ them with the job.

My projected GCSE performance

Subject	Current Grade	Predicted Grade
Maths	E	D
English	D	C
Biology	D	C
Chemistry	D	C
Physics	D	C
Business	Pass	Pass
Textiles	D	B

SAMPLE LEARNER WORK**Aspirations:****My skills and qualities:**

Skill/Quality	My performance	How this boosts my employability
Numeracy	I am very good at adding, subtracting and multiplying	I can use calculations very quickly this is beneficial in work situation
Written communication	I am very good at writing sentences that make sense and that are descriptive	I can use good and interesting words in my written work if required in a job
Verbal communication	I am very good at talking when I am working as a team	Working as team and agreeing with each others ideas benefits employers so does good customer relations
Organisation/Time Management	I am very good at giving all work set on the write time and I can organise my work in a innovative and interesting way	I am organised in the work place and give all work by the end of the deadline. This makes me more reliable
ICT	I have very good skills of typing and I love using the computers	I can use computer quickly and efficiently to reach my potential
Problem solving	I am not very keen on solving problems but when I get a bit of help I am keen	I can help Customers with problems if I am given the right training.
Independent work	I am a Independent worker and I come up with innovative ideas	Independent worker so I can deal with things alone and in an effective way
Leadership	I am good in leading a team and can give clear instructions	Helps me share my ideas with other workers and take control of projects
Practical skills	I am very good at talking and listening	I can talk to customers and make them feel welcome
Interpersonal skills e.g. listening, respecting others, politeness, reliability, team-working	I am very good at working as a team and respecting each others ideas	This will help me to share new and interesting ideas with other workers that work with me and I will respect and listen to the customers feedback

Attitude: My attitude will help me to work well at the amount I have got above 3* this means I am on track and completing all work set. I have not gone below that, this will help me as a worker because a good attitude is needed to work and a good attitude will help me to respect and listen to customers views and feedback.

Areas for development: I am making progress and I need to work on my maths and textiles because I have a really big gap between the predicted grade and my current grade.

Further information or advice needed: I need more help in Maths because I don't understand the work and I need develop my learning skills. I would like to see a careers advisor who would advise me on all my options in terms of banking as this is the career that interests me.

I am interested in human biology lessons and I like the experiments we undertake in chemistry and physics. I like looking after people and I have done lots of babysitting in the past. However I am a quite quiet person and I struggle to talk to people when I am on my own.

I completed a self assessment quiz online at yourfreecareertest.com and it showed a 100% match to a medical person and it identified that I was interested in biology and chemistry.

SAMPLE LEARNER WORK**Interest Level 100%****Career Category: Health Science****Careers****Recommended Student Classes:**

Human anatomy, biology, chemistry, and physics courses are highly beneficial. Many health programs require writing samples and placement tests. English, math and writing courses will help significantly when trying to obtain admission into health related programs.

Example Careers:

Sonographer (ultrasound), Nurse, Certified Nursing Assistant (CNA), Licensed Practical Nurse (LPN), Registered Nurse (RN), Radiographer (X-Ray Technician), Surgical Technologist or Surgical First Assistant, Dental Assistant/Dental Hygienist, Physical Therapist/Assistant, Occupational Therapist/Assistant, Speech Therapist/Assistant, Physician (Doctor)/Surgeon (various), Emergency Medical Technician (EMT) or Paramedic, Medical Assistant (various), Medical Office/Record Assistant (transcriptist), Clinical Laboratory Technologist, Medical and Health Service Manager (various), Veterinarian or Veterinarian Assistant.

I also completed a skillsyouneed.com self-assessment about my interpersonal skills and it came out that my total score was 47%. The questionnaire said I had listening skills of 35% which said that I needed to do some more on listening and I should concentrate when listening to others and make an effort to look at them. This is not good for nursing as I will have to listen to patients when I am helping them on the ward.

The questionnaire said I had 53% emotional intelligence which meant that I was ok at dealing with emotions and I can deal with emotions of others. This will be useful as I am interested in nursing.

The questionnaire said I had 52% communication skills and I need to improve my verbal communication skills by saying the right thing at the right time. Sometimes I am not sure what to say and sometimes I need to take more time before speaking. I will need to work on my communication skills as to be a nurse I will have to speak clearly and slowly to patients so that they understand me.

My business skills are ok. I am quite good at time management. I am able to get all my homework handed in on time, however sometimes I am not very well organised and leave things to the last minute which means I rush and make mistakes. I am quite good at delivering presentations but sometimes I don't practice enough and then make mistakes when speaking about the content. Sometimes the actual presentation is really good and effective but sometimes my confidence lets me down. I am good at making friends at school and I am popular. When the teacher's ask me to change what I am doing I am open to new ideas, although sometimes I have to think about this for a while before moving forward.

My personality traits are that I am honest and if I make a mistake then I tell the truth, however I am a perfectionist and this is a bit of a problem sometimes as I sometimes spend too long on the little things and rush towards the end to try and make the project perfect. I am motivated to do a good job but I am not very patient with some people who are not doing what they should be doing in class. I am reliable and if the teacher asks me to do something I am able to do this as requested without messing about.

SAMPLE LEARNER WORK

Overall I think I have some good people skills and I like caring for people. I need to develop my confidence so that I can gain peoples sympathy and trust. I am a good communicator but need to work on my listening skills. I am ok at observing what is going on around me but I need to pay more attention to this. I am able to answer questions most of the time and I like working as part of a team. I am reasonably compassionate and like being kind to people.

I am Interested in working in the caring profession and overall I think this reflects the self-assessment I have carried out.

Job Roles and Working Practices**My chosen area of employment**

Nursing

I have chosen nursing because I like working with people and I have good people skills and excellent communication skills and I feel therefore I am very capable of working as a nurse.

Job roles and working practices**Job Roles**

- Paediatric Nurse- Paediatric Nurses provide care to infants, children and adolescents.
- Hospital Nurse- a hospital nurse plans and carries out nursing care to improvement patients' health
- Adult nursing- work in hospitals they work with a professional team of doctors, physiotherapies, occupational therapists and pharmacists, they work with adults of all ages with a range of health conditions and be able to juggle numerous priorities
- Care Home Nursing- is looking after old and vulnerable people making sure they are nice and clean.

Working Practices

- Hospital Based (NHS/Private)
- Community Based (working in the community e.g. Doctors surgery)
- School Based (school nurse)
- Nursing Home Nurse.

Job Roles

- The Job roles that interest me are Paediatric nursing because I enjoy working with children and communicating with people. I am interested in working in a school or hospital environment because I have always had the career ambition of working with people at the age of birth-16 because I want to work with someone who is a limited age for me to look after and help them.
- Paediatric Nursing suits my skills because I am very good at working with children and communicating with older children. I am hard working and driven and could cope with working long shifts and inconvenient hours. I am a bubbly and lively individual, a skill I feel is necessary for the job.

My chosen job role

- Paediatric nursing. I have chosen this job role because I love working people and children and making them feel wanted and loved and making them understand by communicating with them. I feel my communications skills are very strong. I am good at making children and young adults understand things and as a nurse I can work with them to do their maths and English in a professional way if making sure that they are happy and fully understand the situation. I have excellent time management skills, necessary for the role. I am also very practical, a skill needed for nursing.

Suitability for Paediatric nursing.

Name: Ikhra

Skill/Quality	My performance	How this links to the job
Numeracy	I am very good at adding subtracting and multiplying	As a nurse this will help me with working out the dosage of medicine.
Written communication	I am very good at writing documents that make sense of situations. My writing is very descriptive.	As a nurse I will need writing skills that will help me because I can write things out to help the person and to write reports about the child's needs and helps and writing up patients notes.
Verbal communication	I have very good verbal communication skills.	As a nurse it will help me to talk to the person I am working with and this may also help me to talk to the person family to help them with other professional care needs.
Organisation/Time Management	I am very good at giving all work set on the right time and I can organise my work in a innovative and interesting way.	As a nurse I will need to manage my time well and be organised as I will be dealing with a lot patients with complex needs.
ICT	I have very good skills of typing and I love using the computers.	As a nurse this will help me input records on the computer and understand data and medical charts.
Problem solving	I am not very keen on solving problems.	As a nurse I am going to improve on this because I am going to need it in my job.
Independent work	I am a Independent worker and I can come up with innovative help for my patients.	As a nurse this will help me to work independently and cope with things such as working with my patients and helping them if I was working in a school I could help the person I am working with their maths

Leadership	I am good in leading a team and can give clear instructions.	As a nurse this will help me to lead a team and work with lots of people in a group
Practical skills	I am very good at talking and listening.	As a nurse I can talk to people that I am working with in a school or hospital and make them feel welcome.
Interpersonal skills e.g. listening, respecting others, politeness, reliability, team-working	I am very good at working as a team and respecting each other's ideas.	This will help me to share new and interesting ideas with other people that work with me and I will respect and listen to the people I am working with.

Qualifications needed for the role:

You will need a RN degree and to get the degree you will need 5 A-C GSE's. A RN Degree is a Registered nurse degree.

Experience needed for the role:

No Experience Needed.

Skills needed for the role:

You will need good organisational and time skills and interpersonal skills as a paediatric nurse because you will come to a point where you will have to have good interpersonal skills on work with the patients. As a nurse you will need problem solving skills because as a nurse you will need to solve a lot of problems and lots more like written communication, verbal communication, leadership, ICT, independent working skills and practical skills.

My skills and qualities:

Suitability for this job	I am suitable for this job because all the skills above will help me to be a very good worker and cope with things and if I work independently this may lead me to become an independent worker and help me to deal with more than one aspect of working as a paediatric nurse such as hospital nurse, school nurse and nursery nurse.
Areas for development	I need to develop in solving problems because I will come to a point where I will have to solve a lot of problems in this job, such as sorting out bad behaviour of children with special needs or behaviour problems.
Further developments needed to fulfil the job requirements.	I plan to go see a careers advisor who will give me advice in terms of what I will need to do in order to become a nurse.

SAMPLE LEARNER WORK**Qualifications needed for the role:**

You will need a RN degree and to get the degree you will need 5 A-C GSE's. A RN Degree is a Registered nurse degree.

Experience needed for the role:

No Experience Needed.

Skills needed for the role:

You will need good organisations and time skills and interpersonal skills as a paediatric nurse because you will come to a point where you will have to have good interpersonal skills on work with the patients. As a nurse you will need problem solving skills because as a nurse you will need to solve a lot of problems and lots more like written communication, verbal communication, leadership, ICT, Independent working skills and practical skills.

My skills and qualities:

Suitability for this job	I am suitable for this job because all the skills above will help me to be a very good worker and cope with things and if I work independent this may lead me to become an independent worker and help me to deal with more than one aspect of working as a paediatric nurse such as hospital nurse, school nurse and nursery nurse.
Areas for development	I need to develop in solving problems because I will come to a point where I will have to solve a lot of problems in this job, such as sorting out bad behaviour of children with special needs or behaviour problems.
Further developments needed to fulfil the job requirements.	I plan to go see a careers advisor who will give me advice in terms of what I will need to do in order to become a nurse.

SAMPLE LEARNER WORK**Curriculum Vitae**

Name: Ikhra
D. O.B: 04/02/2001
Address: 16 Long Lane
London
EC1 1EC
Telephone number: 0207 566 566
E-mail: Ikhra@email.co.uk

Education: University Academy Keighley

Subject :- Grade:-
Maths C
CGSE English C
Textiles B
OCR Business Pass
R.E C

Aspirations:

To be a Paediatric Nurse

Achievements:

I have good attendance and I am an outstanding student I feel good attendance is necessary as nurses are relied on to always be at work as they must meet patients needs.

Work Experience:

24/06/13 - Paediatric Nursing

I have been meeting patients I have also been working with other nurses and doctors and discussing patient care and working as a team.

Qualities & Skills:

I have good communication skills which are necessary in nursing. I also have good interpersonal skills which I will need when dealing with patients. I have good organisation skills which will help me to keep patients record up to date. I like working as a team this will help me when working with the other nurses and doctors. this is why I am suitable for a nursing position because I like meeting children and working with them and helping them to gain knowledge.

Other information:

I am available for interview at anytime.

Interests:

I am interested in reading and I also like using the computers. This will help as a nurse when I am typing up patients records and using the hospital data base.

Referees:

Mrs Wong	Mrs Walker
Form Teacher	Business Teacher

SAMPLE LEARNER WORK

Application Form

Section 1 Personal details

Job role applied for:	Paediatric Nursing
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Title:	Miss	Last Name:	Surname
First Names:	Ikhra		

Address:	16 Long Lane
	London

Postcode:	EC1 1EC
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Home Telephone Number:	0207 566 566
Mobile Telephone Number:	
E-mail address:	Ikhra@email.co.uk

National Insurance Number (optional):									
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Education

Name of school	University Academy
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Qualifications (being studied or already achieved)	Grades achieved (or estimated grades if known)	Date awarded (or to be awarded)
Business –OCR Cambridge	MERIT	
Biology	D	
Chemistry	D	
Physics	C	
Maths	E	
Textiles	D	
English Literature	D	

Other Qualifications

Qualification	Date Gained
Qualification	Date Gained

SAMPLE LEARNER WORK

Employment History (please give details of part time work, work experience and voluntary work which you have undertaken).

Job role	Paediatric Nurse
Start date	
Name of employer	
Address of employer	
Postcode	
Description of duties	I helped write up records while I was on work experience I also helped other nurse to look after some children and I worked as a team to help the children who needed to gain knowledge.

E. Supporting Information

Please provide any additional information to support your application. You should make reference to the relevant job description and person specification to assist you.

I have good organisational skills. At school I always hand my work in on time and I plan my work. I break projects down into smaller tasks. I have good time management skills and I recently had six weeks to complete an enterprise project. Instead of leaving it to the end, I did a little bit each day to keep myself on target. I have good interpersonal skills. I have good verbal communication skills and when delivering a presentation my teacher gave me 10/10 on my communication skills. I am good at listening to people and some of my friends come to me with their problems and we can talk them through. I am able to write reports and have good IT skills. I have just completed Level 2 ICT qualifications and am good with Word and Excel. I am sympathetic and can demonstrate this when looking after younger children. I am able to work independently and don't need to be chased all the time.

Declaration

I certify that the information I have given in this application is true and correct to the best of my knowledge.

Signature:	Date:
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SAMPLE LEARNER WORK**GENERAL HOSPITAL**

Dear Mr Smith

Regarding the paediatric nurse position, currently advertised in the Yorkshire evening post, please find attached a copy of my CV for your consideration. I am currently a student and I am studying Maths, Business and Science. During my time at school I have developed a wide range of skills that would meet, and exceed the expectations for the role. I have good skills like interpersonal skills, independent working skills, organisation skills and I am very hard working and enjoy working as a team alongside other people.

During my time at school I have had many achievements, including I have good attendance and I am an outstanding student. I feel good attendance is necessary as nurses are relied on to always be at work as they must meet patients needs. I would like the opportunity to bring this level of success to your hospital. I feel I am suited to the role because I am hard working and I enjoy working with other people and help them with their special needs and meeting new people.

If you would like to get in touch to discuss my application, and to arrange an interview, you can contact me via ikhra@email.co.uk I look forward to hearing from you soon.

Yours Sincerely

IKHRA

Planning for Interview**Information about Airedale Hospital**

I have applied for a job at Airedale NHS Hospital.

The hospital is a very big business which treats and cures people with illnesses.

The hospital is split into different departments such as:

- Accident and Emergency
- Children's & Adolescent Services
- Airedale NHS Foundation
- Diabetic Medicine.

Hospitals care and treat patients that arrive at the hospital with many different problems that can be cured.

Travel

- My interview is at 10.00 am so I will need to get the bus from my house at 9.10 and the 66 gets in at 9.24. This gives me over 30 mins to find the reception and not be flustered for being late.
- I will take my achievements file which shows some work I have been doing at school.
- I will wear smart clothes — a smart skirt and blouse and I will make sure my hair is tidy and I don't have too much make up on.
- I will just have limited jewellery and have smart shoes.

Potential interview questions

Tell us about yourself?

I am very hard working and I have good skills which will help as a nurse. My name is Ikhra. I live in London and I am 14 years old and I am a student.

What do you know about hospitals?

I know that a hospital is a very big business which helps people to cure their illness and cares for patients and treats them.

What do you like about working as a nurse?

You get to work and meet new people and communicate with them to help them with caring and gain knowledge about caring and health and well being

Why did you choose paediatric nursing?

Because I like working with people or children who need extra help or have professional way which will increase their ability to learn.

What skills do you have ?

Good time and organisation skills which will help me to be a good nurse. I have good ICT skills which will help me to be a good nurse because I will use a lot of computers as a nurse to update patients reports and logs.

Who do you want to work with on your own or with a group of other nurses?

I prefer working with a group of people because I can communicate with them and discuss matters with them.

Do you work well with other people?

Yes I work well with other people and can keep a good conversation going.

Are you a self motivator?

Yes because I can get on with things constantly without asking for help.

What type of work environment do you prefer?

I like to work in a calm and peaceful environment where I can get on with my work.

Potential questions I could ask at interview

What department will I be working in?

What days and what times am I going to work?

What professional development opportunities are available at the hospital and the paediatric department?

What is the salary?

Reviewing My Performance.

Usefulness of my self-assessment

I prepared for the interview and the job role I had a look at all my skills and to check if they were suitable for the job I was going to apply for which was at Airedale hospital as a nurse. I took some time out and applied for the job. I researched the job before the interview to just get an idea of what it was like and again to see if my skills were suitable to be a Paediatric nurse. This was useful because it helped me a lot and helped me decide if I was capable for this job before applying and attending the interview and it also helped me to decide whether I have the skills and qualifications that are needed for the job this means that I am more likely to get this role.

Suitability of my chosen employment area

I think Paediatric nursing is a good a option for me because I have the skills for Paediatric nursing because I am a good time manager and organiser this will help me organise and hand all my work in on time such as planning lessons which will help people with disabilities learn. I am also good at using computers as this will help me to write up patients reports and up-date their record and I also have good independent working skills which will help me to be independent and do all my work an writing up and planning and typing up professional lessons on my own with out have any problems and this also comes under my problem solving skills because I can solve problems on my own without any hesitation. I also like working as a team which will help me to discuss problems with other nurses and work in a team to prepare work and reports. Good team work will also help me to talk to patients and they family and work with them in a team.

Suitability of my chosen job role

I chose this job role because I think I am suitable for this job because I like working as a paediatric nurse because I get to work with different people and help them with their special needs. I also think I am suitable for this job because I researched it which has given me an impact of what it is like and what will be like to be a nurse and also I have the skills for this job like good time and organisation skills which will help me in the job. I also think I am capable fro this job because I have all the qualifications needed to be a good paediatric nurse so therefore I think I will be a good nurse and I am suitable for this job role. this job is realistic for this role because I know I have all the qualification and I am a good and hardworking worker so therefore I am confident with this job role.

Suitability of my job interview plan

I think my job interview plan this involved writing up potential questions like what is the pay? and what times will i be working? to ask the employer which are relevant and suitable for the job. I also wrote why I want this job and I also asked relevant questions from the employer about the job role which helped me to get to know the employer well and talk to them and get an insight of what the job is like. I investigated the job really well so when I would go to the job I would know what I am going to do and I also asked her which department I will be working with so therefore I will have no problems when I got to work at the hospital. At my interview I also had a tour around the hospital so I know which departments which and where it is. my interview plan was very suitable for the role I applied for because it helped me work out what I could be asked. This meant that I prepared possible questions, meaning I looked more professional. it also meant that I knew all about the business, which made me look more professional and made me more likely to get the job. By being more prepared I have a edge over the competition.

SAMPLE LEARNER WORK

Overall I think that my self assessment was useful. It allowed me to identify my strengths and weaknesses and it allowed me to think about the skills I have. I was interested in nursing and with carrying out the self-assessment this meant that I did have the skills to be a nurse. It also identified what I needed to develop further. The self-assessment was interesting as I found I had some skills which I had thought were weak.

My application forms were well completed. The CV has some good points on it and is related to the job role. The application letter is reasonably good, it could have been better as it is a little muddled in places and there are some errors. I could have taken more time to think about what I wanted to say and structured my letter better. The application form I think is good, although I could have provided more specific examples as to how I met the requirements. Overall it was good. However if I was to do this again I would make sure that I took the time to plan the documents and make sure they are fully related to the vacancy.

My strengths were:

- Good time management – all tasks completed on time
- Organisation skills – I broke the tasks down into smaller steps
- Honest – I was honest when completing the self-assessments
- Independence – I was able to independently work through the unit as required
- Research – I was able to carry out reasonable research to find out about the job role and vacancy at the hospital and use this in my career plan
- Questioning – I was able to come up with some good questions which were relevant to the job vacancy
- Writing questions – I was able to think about the job role and think of some good questions that matched the role

My weaknesses:

- Spelling/grammar – I should have proofread my work more carefully as there are some errors
- Reasons – some of the arguments could have been stronger and I should have made sure I spent the same amount of time on each task
- Reasons for recruitment – I could have expanded the points here
- Application form – I could have provided more examples as to how I felt I met the requirements.

Overall I think I did ok. I have learnt a lot about completing application documents. I do think that after completing this unit that I do fit the role of Paediatric Nurse. I have most of the skills needed and I know what skills I need to develop to move forward. The self assessment matched the job description and person specification so I think this is ideal.

SAMPLE LEARNER WORK

	Career aims (including education)	Strengths/skills/qualifications required	Skills gap	Training needs	Timescale
Short-term	I need to complete GCSE'S in Business, Maths, English and triple Science-Biology, Physics and Chemistry. I will do this by attending school. I will ensure that my attendance and punctuality is exemplary, in order to fully achieve my potential. The courses I have chosen, require me to complete coursework and examined units. If successful, I will achieve 6 GCSE's and an OCR Cambridge national Qualification in business. I am predicted a grades B in all GCSE subjects. I am predicted grade A in Business.	I will need independent working skills to complete all my coursework on my own. I will also need good time management skills as I will need to meet deadlines and hand all work in on time and I will need time management skills in order to meet deadlines. I will require coursework and exam specific skills, in particular knowledge, analysis, evaluation skills. I will need these skills in order to have the skills required to achieve my potential in my coursework and exams. Finally I will need motivation skills in order to remain on task and overcome setbacks.	I need to complete a period of work experience about nursing. This will strengthen my application when it comes to applying for nursing courses. This will help me, as nursing is particularly competitive, and I want to make sure I get on to a nursing course.	Train with children to gain the experience of what it feels like to be a nurse. This will help me when applying for a nursing course. It will also mean that I am confident in working with children, something needed to be a paediatric nurse.	1 year. I will gain my GCSE results in August 2015.
Medium-term (1-2 years)	Sixth Form I need to complete A Levels in business and science. I will do this by attending 6th Form. I will make sure I have good attendance at 6th form everyday in order to achieve my qualifications. I hope to get at least 2 merits (C) and A-LEVEL in science at least a C grade in order to get enough points to study a nursing degree at university.	I will also need independence skills thorough out this term to complete my assignments and coursework. I will need good time management skills because I will need to hand all assignments and coursework on their deadline. I will also need knowledge skills. I will need this skill in order to achieve my potential in my coursework and assignments. Finally I will need motivation skills in order to remain on task and overcome setbacks.	I will need to complete a more detail work experience for a longer time I will do this at a hospital to get a specific experience. This will strengthen my skills as I will do work experience in a detailed business and will help me to become more confident with work and make me a more motivated person.	Work at a hospital to gain some of the skills needed to be a paediatric nurse and make sure I am confident with paediatric nursing I will need to work on coping with lots of different children.	2 years. I will gain my A Level results in August 2017.

SAMPLE LEARNER WORK

	Career aims (including education)	Strengths/skills/qualifications required	Skills gap	Training needs	Timescale
Long Term	BSc Hons Child Nursing – Bradford University I need to get my two A-levels to get into this course plus have my CGSEs in English, maths and Science.	I can still live at home but would need to be able to work hard to get my degree. I will need to be able to research and produce written assignments. I will need to be able to work with the staff to develop my clinical skills. I will need to be able to make beds, move patients and take blood pressures. I will also need to carry out various scenarios to meet the requirements.	I don't know anything about clinical skills or move patients safely. I watched a doctor take blood pressure when I was on work experience and I can make beds.	<ul style="list-style-type: none"> • Clinical skills • Blood pressure taking • Writing assignments • Research skills • Move patients safely 	3 years – 2017 – 2020. I will also get some work experience and a part-time job to help me progress in my career.
Other Needs	Taken from self-assessment		<ul style="list-style-type: none"> • Listening skills • Rushing work • Patience • Confidence 	<ul style="list-style-type: none"> • I will make sure I concentrate and develop my listening skills? • I need to take time and not rush work • Try and be more patient – speak to teacher about practicing this skill • I will see if I can take on more of a role in school to develop my confidence. 	6 months

Learning Objective 1 – Be able to assess the requirements of job roles**Marking commentary on MB3 sample learner work**

The learner has produced a poster about recruitment and this is really MB1, however they have then gone on to provide a detailed presentation which outlines why vacancies arise. They have looked at various different methods of recruitment along with providing a table of the advantages and disadvantages of recruitment. They have produced another table looking at the different stages in the recruitment process. The learner clearly demonstrates a detailed understanding of methods of recruitment. The main reasons for are MB2 but overall this just nudges into MB3. A stronger main reasons would ensure stronger MB3 overall. The learner has produced a PowerPoint about nursing and why she feels she would like to work in this area. The learner has identified a number of job roles that are within the working sector. She has identified working practices, although this is very poor evidence. The learner has discussed the role of paediatric nurse in some detail and said why she has chosen this role and there is some reflection relating to the self-assessment and she has identified many skills and competencies from a job description and person specification and said why she meets these and identified strengths and weaknesses. Overall the work is just mark band three.

Why it was awarded MB3 not MB2

The learner was awarded MB3 based on the fact that a detailed understanding was demonstrated of methods of recruitment, a wide range of roles were identified and good understanding of the different roles. Good rationale was shown as to why the job was chosen and many relevant skills and competencies were identified from the JD/PS. Had the reasons for recruitment been stronger and had the working practices been more detailed then top mark band three could have been awarded.

Learning Objective 2 – Be able to take part in the recruitment process as an applicant**Marking commentary on MB3 sample learner work**

The learner has produced a comprehensive self-reflection using various different tools and has been honest in their self-assessment. The evidence of suitability can also be considered here. The reflection is critical and looks at both strengths and weaknesses and the findings have been well argued with reasoned rationale.

The learner has drawn up a CV which shows relevance to the role and in particular the work experience at the hospital. The learner has also related this to the role in terms of qualities and skills and provided some examples which is good practice. The application form is reasonably well completed although only some skills, experience and behaviours have been reviewed here. The application letter is well written and has some relevance to the job role. The learner has identified most of the skills, experience, behaviours and attitudes from the job description they have provided. Centres are reminded that this is a poor example of a JD/PS and learners need to be taught how to select good quality ones which will help them meet the higher mark band requirements. The content is clear and generally well completed. There is the odd error and therefore MB3 is confirmed.

The learner has produced a plan for an interview relating to a nursing post at Airedale Hospital. The information is useful and is not copied and pasted from the internet. The learner has actually researched some relevant information for their interview. The learner has produced some detailed and relevant answers to questions which are fully relevant to the role of nurse and has identified some questions which are fully relevant to the vacancy. They have identified what they will wear and how they will travel to the interview. All details are relevant to the job vacancy and therefore MB3 can be agreed.

Why it was awarded MB3 not MB2

The self-assessment is critical and comprehensive and allows the learner to make a decision which reflects the job role chosen. The application documents are well presented, they match the JD/PS and most of the skills/competencies have been addressed. There is only an odd error and therefore this is why MB3 has been agreed.

The learner has produced a comprehensive plan and included relevant information with full relevance to the job vacancy. Had the interview questions not been fully relevant to the role or had the research not been produced by the learner then it would not have achieved MB3.

Learning Objective 3 – Be able to plan for a career**Marking commentary on MB3 sample learner work**

The learner has produced a good evaluation of their performance during the application process. They have been honest and they have identified many relevant strengths and weaknesses during the review process. They have reflected on how well they have completed their application documents and they have produced reasoned rationale as to why the role they originally chose is still relevant to them.

The learner has produced a comprehensive career plan which is fully related to the role of nurse. They have identified the GCSEs and A Levels that are needed to get on the university degree programme and they have identified the degree they will attend. They have chosen something local to them which is good practice. The learner has also identified weaknesses from the self-assessment and added in how they will address these in the future. The plan appears in a logical and achievable sequence.

Why it was awarded MB3 not MB2

The plan is comprehensive and fully relevant to the role. It cross references fully back to the self-assessment and is detailed and therefore meets MB3.



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