Communicating information to employers

Unit 12 – Present personal information to employers

Instructions and answers for teachers

These instructions should accompany the OCR Lesson Element 'Communicating information to employers', which supports OCR Awards and Certificates in Employability Skills Unit 12 – Present personal information to employers.

Associated materials

Lesson Element – Communicating information to employers

Expected duration

Task 1 - 30 minutes
Task 2 - 30 minutes
Task 3 - 45 minutes

Task 1 Using the telephone

The teacher could observe learners making and receiving telephone calls and review the information they were able to pass on and receive.

Telephone call 1

The telephone call the learner makes should include the key information:

- name
- address
- date of birth
- job applied for.

They may also provide additional information.

Telephone call 2

The teacher may make the simulated telephone call to the learner.

The learner needs to record the key information:

- date of interview
- time of interview
- location of interview.

They may also record additional information.

Task 2 Preparing answers

The teacher could ask learners to share their experience of interviews and the questions they were asked.

The teacher could then set the learners the task of finding examples of how the questions can be answered.

The following website has examples of the questions with ideas on how to respond to them:
http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest.htm

Eg:

Question: What is your greatest strength?

Answer: I am a skilled salesman with over five years of experience. I have exceeded my sales goals every quarter and I've earned a bonus each year since I started with my current employer.

Learners could be directed to the website (teachers can print these resources if internet access is not available) to research for ideas, or learners can use their own experience.

Following their research the teacher could observe the learners answering their chosen question and give feedback on their strengths and areas for improvement.

Task 3 Planning for interview

The learners should be encouraged to plan for an interview in detail. Showing up to a job interview without preparation is like showing up for an exam without studying.

The types of things they may need to find out about are:

- the planned route, bus times etc.
- what they will wear, how formal does the interview attire need to be?

There are several websites that give ideas on how to plan for an interview. Below is one example:

http://video.about.com/jobsearch/Preparing-for-a-Job-Interview.htm

Review the plan with the learners and give feedback on anything they have omitted or that needs more detail.

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