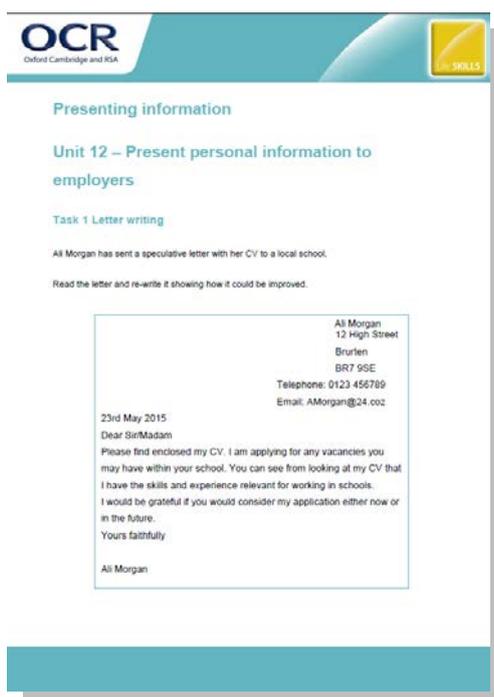


## Presenting information

### Unit 12 – Present personal information to employers

#### *Instructions and answers for teachers*

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



The screenshot shows the OCR Lesson Element interface. At the top, there is the OCR logo (Oxford Cambridge and RSA) and the Life SKILLS logo. The main heading is 'Presenting information', followed by 'Unit 12 – Present personal information to employers' and 'Task 1 Letter writing'. Below this, there is a brief instruction: 'Ali Morgan has sent a speculative letter with her CV to a local school. Read the letter and re-write it showing how it could be improved.' A text box contains the following content:

Ali Morgan  
12 High Street  
Brurien  
BR7 9SE  
Telephone: 0123 456789  
Email: AMorgan@24.coz

23rd May 2015  
Dear Sir/Madam  
Please find enclosed my CV. I am applying for any vacancies you may have within your school. You can see from looking at my CV that I have the skills and experience relevant for working in schools. I would be grateful if you would consider my application either now or in the future.  
Yours faithfully  
Ali Morgan

#### Associated materials

*Lesson Element – Presenting information*

#### Expected duration

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

### Task 1 Letter writing

Learners could complete this task individually, in pairs or you could complete it as a group. You could give learners additional details to include in the letter (about the school, relevant courses, etc.) or encourage them to make them up.

To improve the quality of the letter Ali should:

- contact the school and find out the name of the person to address the letter to
- be specific about the work she is interested in
- highlight her relevant skills and experience
- expand on her achievements
- state how and when she will follow up the letter.

Below is an example of an improved version of the letter.

Mrs A Brown  
Headteacher  
Green End School  
Green End Way  
Burten  
Yorkshire  
BR4 7HF

Dear Mrs Brown

I am writing to ask if you have any teaching assistant opportunities within your school, particularly supporting children with complex learning needs.

Green End School has an excellent reputation with local parents for supporting children with learning difficulties. Your recent Ofsted Report suggests your designated unit for pupils with severe autistic spectrum disorders has a strong pool of teaching assistants who provide support. I believe I can make a valuable contribution to this team and continue to develop my own skills and knowledge.

During my two years on maternity leave I have undertaken voluntary work in my local nursery working with children up to the age of five. The most rewarding aspect of this role was working on a one-to-one basis with children who have special needs.

I recently completed an introduction for teaching assistants course, which has provided me with a good understanding of the role and responsibilities of a teaching assistant.

I have enclosed my CV and would be grateful for the opportunity to discuss my skills and experiences with you and to learn more about your school. I will call next week to see if you have the time to discuss this with me.

Yours sincerely

Ali Morgan

## Task 2 Personal Statement

The teacher could draft a personal statement with the group to use as an example. It should start off with a sentence about themselves and then include something on education and career goals.

An example is provided below:

- Excellent communicator with customers of all types
- Adaptable with the ability to work well with others
- Keen to learn new skills and gain further qualifications
- Recently completed a foundation course in customer service

The learners could then be directed to the websites to look for further examples:

<http://www.reed.co.uk/career-advice/blog/2013/september/how-to-write-a-personal-statement>

<http://www.jobs.ac.uk/careers-advice/cv-templates/1642/how-to-create-a-cv-part-one-personal-statement>

<http://career-advice.monster.co.uk/cvs-applications/cv-advice/what-should-be-included-in-my-personal-statement/article.aspx>

The teacher could then ask learners to draft a short personal statement of their own using some of the ideas they have found.

They could then review it for any errors and share with a partner.

## Task 3 CV writing

The teacher could provide examples of CVs for learners to look at. The learners could then be asked to complete the blank CV provided as Jo Compson, using the information given.

An example of the type of information they may use to complete it is given overleaf.

The following website has additional examples that could be used:

<http://www.jobs.ac.uk/careers-advice/cv-templates/1529/classic-cv-template>



## PERSONAL STATEMENT

Learners should add four or five statements often in the third person here. They can be bullet points or sentences. Examples below:

- Excellent communicator with customers of all types
- Adaptable with the ability to work well with others
- Keen to learn new skills and gain further qualifications
- Recently completed a foundation course in customer service.

A highly motivated and hardworking individual, who has recent retail experience, has achieved five GCSEs and completed a foundation course at college. Looking for work within the retail business with the eventual aim of becoming a store manager.

## EDUCATION

- 2005 – 2010 Brurten Secondary School  
Achieved 4 GCSEs
- 2010 – 2011 Training College  
Achieved 1 GCSE  
Achieved Foundation Certificate in Customer Service

## EMPLOYMENT

- 2010 – 2012 Part-time bar work at Peacocks bar
- 2012 – 2013 Full-time retail work at New Supermarket

## HOBBIES and INTERESTS

- Playing football
- Watching sports
- Cycling
- Socialising with friends

## REFERENCES

Mrs A Brown  
Course Head  
Training College  
Brurten  
Yorkshire  
BR6 3 NK

Mrs C Green  
Manager  
New supermarket  
Brurten  
Yorkshire  
BR6 4TG



## Employability Lesson Element



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