Business

OCR J804 Unit R062 Level 1/Level 2
Cambridge Nationals Award in Business
Unit Recording Sheet

OCR Oxford Cambridge and RSA

Please read the instructions printed at the end of this form. **One** of these sheets, suitably completed, should be attached to the assessed work of **each** candidate.

Unit Title	Planning for work		Unit Code	R062	Series	Jan / June	Year	2	0		
Centre Name						**Centre Number**					
Candidate Name						**Candidate Number**					

Marking Criteria			Teacher Comments	Mark	Page No.
LO1: Be able to assess the requirements of job roles					
MB1: 1 – 5 marks	**MB2: 6 – 9 marks**	**MB3: 10 – 12 marks**			
Demonstrates **basic** understanding of some of the main reasons for, and methods of, business recruitment.	Demonstrates a **sound** understanding of the main reasons for, and methods of, business recruitment.	Demonstrates a **comprehensive** and **detailed** understanding of the main reasons for, and methods of business recruitment.			
Makes loosely **informed** decisions when choosing suitable employment area, identifying a narrow range of roles and working practices within it.	Makes **mostly realistic** decisions when choosing suitable employment area, identifying a range of roles and working practices within it.	Makes reasoned and **fully realistic** decisions when choosing suitable employment area, identifying a **wide** range of roles within it, demonstrating understanding of **most** types of roles and working practices.			
Selects job role with **limited** rationale. Identifies a **few relevant** skills and competencies from a job description and a person specification.	Selects job role with **sound** rationale. Identifies **some relevant** skills and competencies from a job description and a person specification.	Selects job role with **reasoned** and **thorough** rationale. Identifies **many relevant** skills and competencies from a job description and a person specification.			
[1 2 3 4 5]	[6 7 8 9]	[10 11 12]			

Marking Criteria			Teacher Comments	Mark	Page No.
LO2: Be able to take part in the recruitment process as an applicant					
MB1: 1 – 4 marks	**MB2: 5 – 7 marks**	**MB3: 8 – 9 marks**			
Assesses self in a **limited** way to produce **basic** self-assessment. Demonstrates cursory self-reflection during self-assessment and interprets findings using **limited** rationale. **[1 2 3 4]**	Assesses self in detail to produce a **considered** self-assessment. Demonstrates **some** self-reflection during self-assessment and interprets findings using **sound** rationale. **[5 6 7]**	Assess self **critically** and **thoroughly** to produce a **comprehensive** and meaningful self-assessment. Demonstrates **thorough** self-reflection during self-assessment and interprets findings using well-argued, **reasoned** rationale. **[8 9]**			
MB1: 1 – 5 marks	**MB2: 6 – 9 marks**	**MB3: 10 – 12 marks**			
Produces application documents (produces a CV, completes an application form and writes an application cover letter), which show **limited** relevance to chosen job role, addressing in a **superficial** way **some** points from the job description and person specification. A **few** of the skills, experience, behaviours, and attitudes needed to meet requirements in the job description and person specification are highlighted, with **limited** accuracy. **Some** content is **relevant**, though with a **basic** use of the **appropriate** structures and format. Makes use of specialist terminology with **limited relevance** and accuracy. There may be errors in spelling, punctuation and grammar which are intrusive and likely to impact on the meaning. **[1 2 3 4 5]**	Produces application documents (produces a CV, completes an application form and writes an application cover letter) which show **some relevance** to chosen job role, addressing in detail **many relevant** points from the job description and person specification. **Some** of the skills, experience, behaviours and attitudes needed to meet requirements in the job description and person specification are highlighted, with **some** accuracy. **Most** content is **relevant** and **presented** in a **structured** and **coherent** format. Uses specialist terminology showing a general understanding and with **reasonable** accuracy. Occasional errors in spelling, punctuation and grammar will not affect the overall meaning. **[6 7 8 9]**	Produces application documents (produces a CV, completes an application form and writes an application cover letter) which are **wholly relevant** to chosen job role, addressing **comprehensively** all **relevant** points from the job description and person specification. **Most** of the skills, experience, behaviours, and attitudes needed to meet requirements in the job description and person specification are highlighted with **detailed** accuracy. Content is **relevant, clear** and **presented** in a **structured** and **coherent** format. Uses specialist terminology **accurately** and **appropriately**. Contains few, if any, errors in spelling, punctuation and grammar. **[10 11 12]**			
MB1: 1 – 3 marks	**MB2: 4 – 6 marks**	**MB3: 7 – 9 marks**			
Prepares **basic** plan for job interview, showing **limited** links to the job vacancy. Research is **limited** and includes **basic** information on the employer. Any question preparation has **limited** relevance to the vacancy. **[1 2 3]**	Prepares **sound** plan for job interview, showing **some** links to the job vacancy. Research includes **some relevant** information on the employer, and question preparation has **some relevance** to the vacancy. **[4 5 6]**	Prepares **comprehensive** plan for job interview, showing **many clear** links to the job vacancy. Research includes **detailed** and **relevant** information on the employer, and question preparation is both **extensive** and has **full** relevance to the vacancy. **[7 8 9]**			

Marking Criteria			Teacher Comments	Mark	Page No.
LO3: Be able to plan for a career					
MB1: 1 – 4 marks	**MB2: 5 – 7 marks**	**MB3: 8 – 10 marks**			
Evaluates own performance during the recruitment process with **limited** amount of detail. Identifies a **few relevant** strengths and weaknesses during the review of self-assessment, completion of application documents and plan for job interview. Justifies **briefly** the suitability of chosen job role, with **limited** rationale. **[1 2 3 4]**	**Evaluates** own performance during the recruitment process with **some** detail. Identifies **some relevant** strengths and weaknesses during the review of self-assessment, completion of application documents and plan for job interview. Justifies with **detail** the suitability of chosen job role, with **some clear** rationale. **[5 6 7]**	**Evaluates** in detail own performance during the recruitment process, demonstrating a balanced view of own performance. Identifies **many relevant** strengths and weaknesses during the review of self-assessment, completion of application documents and plan for job interview. Justifies **comprehensively** the suitability of chosen job role, with **clear** and **reasoned** rationale. **[8 9 10]**			
MB1: 1 – 3 marks	**MB2: 4 – 6 marks**	**MB3: 7 – 8 marks**			
Produces **basic** plan for personal career development, showing **limited** reference to self-assessment and subsequent evaluation. Plan contains a **few** achievements, skills gaps or training needs relevant to chosen employment area. Identifies targets which have **limited relevance** to future personal development, and appear in a sequence showing **limited** logical reasoning. **[1 2 3]**	Produces **detailed** plan for personal career development, showing **some** reference to self-assessment and subsequent evaluation. Plan contains **some** achievements, skills gaps or training needs relevant to chosen employment area. Identifies targets which have **some relevance** to future personal development and which appear in a logical sequence. **[4 5 6]**	Produces **comprehensive** plan for personal career development, showing **clear** reference to self-assessment and subsequent evaluation. Plan contains **detailed** list of achievements, skills gaps and training needs which are **wholly relevant** to chosen employment area. Identifies targets which are **realistic**, highly **relevant** to future personal development and which appear in a logical and achievable sequence. **[7 8]**			
			Total/60		

If this is a re-sit, please tick		Series and Year of previous submission	Jan / June	**2**	**0**		Please tick to indicate this work has been standardised internally	

Please note: This form may be updated on an annual basis. The current version of this form will be available on the OCR website (www.ocr.org.uk).

Guidance on completion of this form

1 **One** sheet should be used for each candidate.
2 Please ensure that the appropriate boxes at the top of the form are completed.
3 Please enter *specific* page numbers where evidence can be found in the assessment task, and where possible, indicate to which part of the text in the mark band the evidence relates.
4 Circle the mark awarded for each strand of the marking criteria in the appropriate box and also enter the circled mark in the Mark column.
5 Add the marks for the strands together to give a total out of 60. Enter this total in the relevant box.