Centre name: Impact North West Centre number: 38780

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| **Assessment plan – Employability Entry 3**  **Applying for a job (AJBE3) Credits: 2** | | | | | |
| **Outcome:** | **Assessment criteria** | **Assessment activity/opportunity** | **Assessment methods** | **When** | **Evidence** |
| AJBE3.1  Be able to carry out activities to apply for a job | E3.1.1 Identify a job that they would like to apply for | After a class discussion about different jobs. The student will need to decide which job role is most suitable to them. Student to then complete a skills/qualities audit for that job (to include vocational and generic skills).  Student to then make a list of their own skills and qualities matched to their chosen job role.  Student to complete resource sheet and produce other evidence. | Oral questioning  Review of resource sheet and other evidence | By March 2022 | Resource sheet  Printouts of job adverts  Skills/qualities audits  Application paperwork (draft and final) Job application form and CV. |
| E3.1.2 Identify the skills and qualities required for the job |
| E3.1.3 Identify own skills and qualities that would make them suitable for that job |
| E3.1.4 Apply for the job presenting relevant information in an appropriate format | Student to complete a draft and a final job application documents for chosen job. This could include a CV and cover letter. | Review of the provided evidence |
| AJBE3.2  Be able to prepare for and take part in an interview and learn from the experience | E3.2.1 Identify relevant information that they could talk about at an interview | Students to prepare information about themselves that could be asked about in a potential interview for the chosen job role. | Review of resource sheet and other evidence  Observation of performance at the interview  Oral questioning to review performance at the interview | By April 2022 | Resource sheet  Witness statement  Interview feedback sheet |
| E3.2.2 Present information about themselves at an interview | Student to take part in a real or simulated interview. |
| E3.2.3 State what went well and what went less well at the interview | Student to then have a one-to-one meeting with the interviewer in order to receive feedback on what was good in the interview and what could be improved. |

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| Agreed by: | Job role: *(e.g. assessor, internal moderator, quality manager)* Internal moderator | Date: |