

**Unit Title:** Preparing For Work  
**Unit Level:** Level 2  
**Unit Credit Value:** 3  
**GLH:** 27  
**LASER Unit Code:** WJC577  
**Ofqual Unit Code:** L/506/0740

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to identify work or training opportunities.	1.1	Using a range of information sources, record job or training opportunities.
		1.2	Choose one opportunity which suits him/her and meets his/her requirements, giving reasons.
2.	Understand the requirements for a work or training opportunity.	2.1	Describe the employer or training organisation requirements for successful applicants.
		2.2	Assess the extent to which own skills, experience and qualities match the requirements.
3.	Be able to complete applications for work or training.	3.1	Complete an application form providing the information requested at the level of detail required.
		3.2	Check the form for spelling, grammatical accuracy and appropriate sentence structures, amending where necessary.
		3.3	Produce a clearly structured and legible CV which includes relevant information and summarises his/her own experience, qualities and skills.
4.	Be able to present him/herself at an interview.	4.1	Arrive in good time for an interview.
		4.2	Use body language, facial expression and tone of voice to indicate positive interest in the position available.
		4.3	Give responses that provide the information requested in interview questions.
		4.4	Assess his/her own performance at interview, suggesting improvements.
5.	Be able to plan his/her own career path.	5.1	Produce an action plan for future work or training, showing clear objectives and timings for necessary actions.

**Assessment Guidance:**

NA

**Additional Information:**

NA