

**Unit Title:** Applying For A Job  
**Unit Level:** Level 2  
**Unit Credit Value:** 1  
**GLH:** 6  
**LASER Unit Code:** WJE820  
**Ofqual Unit Code:** K/507/1454

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand the initial application process for jobs.	1.1	Outline different job application processes to include: a) covering letter and CV b) on-line application.
		1.2	Describe the purpose of a CV when applying for a job.
		1.3	Describe the information that should be contained in a CV or on-line job application.
		1.4	Describe the purpose of a covering letter or on-line personal statement when applying for a job.
2.	Be able to produce a job application using different processes.	2.1	Develop an up-to-date CV.
		2.2	Obtain permission to include two referees contact details on CV.
		2.3	Write a covering letter that could be used to apply for an advertised job role.
		2.4	Complete an on-line application form that could be used to apply for an advertised job role, to include a personal statement.
3.	Be able to contextualise a CV for different job applications.	3.1	Contextualise own CV according to the requirements of two different advertised job roles/person specifications.

<b>Assessment Guidance:</b>
NA

<b>Additional Information:</b>
NA