

Component Credit Value:	<b>3</b>
Component Level:	<b>One</b>
Component Guided Learning Hours:	<b>27</b>
Ofqual Component Reference No:	<b>Y/616/0821</b>
Component Review Date:	<b>31/07/2022</b>
Component Sector:	<b>14.2 Preparation for Work</b>

### Component Summary

This component introduces the skills necessary for job search, how to match own skills, abilities and attributes to the requirements for a job and how to apply for a job.

### Standards

This component has **4** standards

<b>1</b>	Know what is involved in job searching
<b>2</b>	Know how personal skills and abilities match with different jobs
<b>3</b>	Know how to apply for a job
<b>4</b>	Know about interview skills and procedures

It is expected that before the component is delivered, the Tutor/Assessor will have read the Qualification Handbook to ensure all conditions regarding Rules of Combination, delivery, assessment and internal quality assurance are fulfilled.

### Summary of Assessment

This component may be assessed through:

**1) an internally set, internally marked and externally verified portfolio of evidence.** The information on the following pages details what the learner must successfully complete to achieve the component. Knowledge that must be demonstrated by the learner is highlighted in purple and any associated assessment requirements have been provided. Assessment verbs are displayed in *italics* and expectations for these at each level, along with information on different assessment methods, are available in 'A Guide to Assessing AIM Awards Qualifications' on the AIM Awards website ([www.aimawards.org.uk](http://www.aimawards.org.uk)).

This document has been designed to be used as a Record of Learner Achievement Form; Assessors must make it clear to Internal and External Verifiers where achievement of each standard has been evidenced. Once the work has been marked and signed off as meeting the standards by the Assessor, final feedback should be provided to the learner.

Or

**2) an externally set, externally marked online Multiple Choice Question (MCQ) exam.** The online multiple choice exam must be invigilated by an AIM approved invigilator. Further information on our requirements is detailed in the qualification handbook.

**Where a component may be assessed through either portfolio of evidence, or an externally set, externally marked MCQ exam, the centre must choose one of these assessment methods for the assessment of the component.**

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**1** The learner will know what is involved in job searching

The learner must know:		Assessment Requirements		Evidence Location
<b>1.a</b>	The skills necessary for job searching	Learners should <i>outline</i> the skills necessary for job searching.	The following assessment methods can be used in the assessment of this standard: <ul style="list-style-type: none"> <li>• Written tasks/questions and answers</li> <li>• Oral questions and answers</li> <li>• Group discussion</li> <li>• Learner log/reflective journal</li> <li>• Observation of practical ability</li> <li>• Expert witness evidence</li> <li>• Professional discussion</li> <li>• Report</li> </ul> This list is not exhaustive and other appropriate assessment methods may be used.	
<b>1.b</b>	Different sources of information on job vacancies	Learners should <i>identify</i> a minimum of three different sources of information on job vacancies.		

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**2** The learner will know how personal skills and abilities match with different jobs

The learner must know:		Assessment Requirements	Evidence Location
<b>2.a</b>	Identify different jobs that they could apply for	Learners should <i>identify</i> a minimum of three different jobs that they could apply for.	
<b>2.b</b>	Personal skills and abilities	Learners should <i>list</i> a minimum of three personal skills and abilities.	
<b>2.c</b>	How own personal skills and abilities would be useful for different jobs	Learners should <i>outline</i> how own personal skills and abilities would be useful for a minimum of three different jobs.	

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**3** The learner will know how to apply for a job

The learner must know:		Assessment Requirements		Evidence Location
<b>3.a</b>	The benefits of applying for a job in different ways	Learners should <i>outline</i> the benefits of applying for a job by: a) letter b) application form c) CV d) letter and CV or application form f) online g) over the telephone.	The following assessment methods can be used in the assessment of this standard: <ul style="list-style-type: none"> <li>• Written tasks/questions and answers</li> <li>• Oral questions and answers</li> <li>• Group discussion</li> <li>• Learner log/reflective journal</li> <li>• Observation of practical ability</li> <li>• Expert witness evidence</li> <li>• Professional discussion</li> <li>• Report</li> </ul> This list is not exhaustive and other appropriate assessment methods may be used.	
<b>3.b</b>	The essential details that should be included when applying for a job	Learners should <i>identify</i> the essential details that should be included when applying for a job.		
<b>3.c</b>	How an organisation uses CVs to select applicants for interview	Learners should <i>outline</i> how an organisation uses CVs to select applicants for interview.		
<b>3.d</b>	Relevant personal details necessary for effectively completing a CV	Learners should <i>identify</i> relevant personal details necessary for effectively completing a CV.		

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**4** The learner will know about interview skills and procedures

The learner must know:		Assessment Requirements		Evidence Location
<b>4.a</b>	Key elements to consider when preparing for an interview and being interviewed	Learners should <i>identify</i> key elements to consider when: a) preparing for an interview b) being interviewed	The following assessment methods can be used in the assessment of this standard: <ul style="list-style-type: none"> <li>• Written tasks/questions and answers</li> <li>• Oral questions and answers</li> <li>• Group discussion</li> <li>• Learner log/reflective journal</li> <li>• Observation of practical ability</li> </ul>	
<b>4.b</b>	Outline what to expect at an interview	Learners should <i>outline</i> what to expect at an interview.	<ul style="list-style-type: none"> <li>• Expert witness evidence</li> <li>• Professional discussion</li> <li>• Report</li> </ul> This list is not exhaustive and other appropriate assessment methods may be used.	

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**Final Tutor Feedback (Strengths and Areas for Improvement):**

**Learner Submission Disclaimer**

I declare that this is an original piece of work and that all of the work is my own unless referenced.

**Assessor Disclaimer**

I confirm that this learner's work fully meets all the assessment requirements listed above at the correct level and that any specified evidence requirements have been addressed.

**Assessor:** \_\_\_\_\_ **Learner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Document Version History**

<i>Version Number</i>	<i>Date</i>	<i>Description</i>
2	June 2021	MCQ assessment option available for this component (details on page 2)

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