

## OCR Certificate in Job Seeking Skills (Entry 3)

### Mapping the possible contribution of Plan-it

Unit 1: Find out about job opportunities		
Assessment Objective	Knowledge, Understanding and Skills	Contribution of Plan-it
Use different sources of information to find out facts about occupational sectors	<p>Choose 2 occupational sectors from e.g.</p> <ul style="list-style-type: none"> <li>• Health, public services and care</li> <li>• Construction and planning</li> </ul> <p>For each of the 2 chosen occupational sectors find out 4 facts e.g.</p> <ul style="list-style-type: none"> <li>• Job roles within the sector</li> <li>• Working patterns</li> <li>• Entry requirements</li> </ul> <p>Use at least 2 different sources of information e.g.</p> <ul style="list-style-type: none"> <li>• Careers adviser</li> <li>• Careers centre</li> <li>• Library</li> <li>• Job centre</li> <li>• Electronic sources</li> </ul>	Searches in Careers library
Identify and describe local employment opportunities in occupational sectors	<p>For each chosen occupational sector identify one employer and provide the following information:</p> <ul style="list-style-type: none"> <li>• what the employer does</li> <li>• types of job available with that employer</li> <li>• research sources used</li> </ul>	
Use sources of information to find job opportunities	<p>Identify 1 job vacancy from 1 of the chosen occupational sectors. Sources of information e.g.</p> <ul style="list-style-type: none"> <li>• Job advertisements in newspapers</li> <li>• Electronic sources</li> <li>• Informal sources e.g. notice boards</li> </ul>	
Find out about specific jobs using the sources of information previously identified	<p>Find out 4 facts about specific jobs e.g.</p> <ul style="list-style-type: none"> <li>• Pay</li> <li>• Hours</li> <li>• Holidays</li> <li>• Incentives</li> <li>• Functions of job role</li> <li>• Qualifications</li> <li>• Skills/qualities</li> </ul>	Searches in Careers library

## Unit 2: Present personal information in writing

Assessment Objective	Knowledge, Understanding and Skills	Contribution of Plan-it
Complete an application form	Complete 1 job application to a useable standard for the workplace. Complete a minimum of 8 categories.	
Prepare a CV	Produce one CV using an acceptable layout Sections to include: <ul style="list-style-type: none"> <li>• Personal information</li> <li>• Education</li> <li>• Other skills</li> <li>• Personal interests</li> <li>• Job history/work experience</li> </ul>	CV Builder
Write a letter of application	Write a letter of application that has at least 4 pieces of information including: <ul style="list-style-type: none"> <li>• Job applied for</li> <li>• Reasons for applying</li> <li>• Personal information</li> </ul> An acceptable layout and standard to be useable for job seeking	

## Unit 3: Prepare for and take part in an interview

Assessment Objective	Knowledge, Understanding and Skills	Contribution of Plan-it
Plan for an interview		
Review information about the job		
Prepare for an interview		
Take part in an interview situation		
Review the interview		

## Unit 4: Identify and review personal career options

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Assessment Objective	Knowledge, Understanding and Skills	Contribution of Plan-it
Identify personal preferences for working situations	<p>Identify at least 3 personal preferences e.g.</p> <ul style="list-style-type: none"> <li>• working with people</li> <li>• working outside/inside etc.</li> </ul>	Quiz in Careers library
Identify possible career options based on personal preferences	<p>For at least 2 identified possible jobs state relevance of:</p> <ul style="list-style-type: none"> <li>• personal experience,</li> <li>• personal qualities and skills</li> </ul>	Quiz summary Quiz in Careers library Skills/Qualities banks
Review personal experience, personal qualities and skills and outline how these could contribute to the chosen jobs	<p>Contribution of personal experience, qualities and skills to the 2 identified jobs e.g.</p> <ul style="list-style-type: none"> <li>• Achievements</li> <li>• Work experience</li> <li>• Employment experience</li> <li>• voluntary work</li> <li>• team experiences</li> <li>• informal experience</li> <li>• Strengths, weaknesses</li> <li>• Likes, dislikes</li> </ul>	Summary of quiz results and review with a key supporting adult Skills/Qualities banks
Review the implications of different career options and decide whether or not the career choice would be right	<p>Explain at least 4 implications of choosing one of the identified jobs e.g.</p> <ul style="list-style-type: none"> <li>• Work/home location</li> <li>• Skills/training needed</li> <li>• Hours of work</li> <li>• Health and safety issues</li> <li>• Skills/qualifications needed</li> <li>• Progression opportunities</li> </ul> <p>Decide whether career option is right.</p>	Careers library
Prepare a plan for personal and career development	<p>Identify at least 2 goals, each with an associated action e.g.</p> <ul style="list-style-type: none"> <li>• Qualifications, training courses, experience needed</li> <li>• Skills to develop/improve</li> </ul>	<p>Careers library</p> <p>Skills/Qualities banks and Action Plan Careers library Use quiz summary and Careers library information</p>