

OCR

Level 1 Certificate in Career Planning

Mapping the possible contribution of Plan-it

Unit 1: Demonstrate knowledge of the labour market		
Assessment Objective	Knowledge, Understanding and Skills	Contribution of Plan-it
Identify different occupational sectors		
Identify employment opportunities within different sectors		
Identify working patterns and conditions		
Demonstrate knowledge of factors which influence the location of employers		
Demonstrate understanding of the effect of local employment conditions on the community		
Demonstrate understanding of the impact of change		

Unit 2: Use sources of information to research career opportunities		
Assessment Objective	Knowledge, Understanding and Skills	Contribution of Plan-it
Demonstrate knowledge of sources of information on careers	<ul style="list-style-type: none"> Careers Adviser, careers centre, library, job centre, electronic sources, people in the workplace, community sources, employers 	Careers library
Use sources of information effectively to identify and extract relevant careers information	<p>Extract six relevant facts about chosen career e.g. range of jobs with career, special skills needed, training requirements, types of employers, opportunities for progression, content of jobs, employment conditions etc.</p> <ul style="list-style-type: none"> Job adverts in newspapers/other publications Internet sites Job adverts in shop windows Job centres Employment/recruitment agencies Notice boards Informal sources of information 	Careers library
Demonstrate knowledge of sources of information on job opportunities and able to identify relevant vacancies		Careers library
Demonstrate knowledge of sources of information on specific jobs and	<ul style="list-style-type: none"> Job description, company leaflet, company website, HR department, people currently 	

<p>ability to follow up job opportunities Identify and extract information on specific jobs</p>	<p>employed in the role</p> <ul style="list-style-type: none"> E.g. job title, working hours, working pattern, rates of pay , functions of job role, anyh special conditions, qualifications needed, benefits, employment status, start date, holiday entitlement 	<p>Careers library</p>
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Unit 3: Identify personal career goals

<p>Assessment Objective</p>	<p>Knowledge, Understanding and Skills</p>	<p>Contribution of Plan-it</p>
<p>Demonstrate ability to review personal qualities</p>	<ul style="list-style-type: none"> Strengths and weaknesses Interpersonal skills <p>Identify how personal qualities relate to two career choices.</p>	<p>Summary of quiz results and review with a key supporting adult. Skills/Qualities banks.</p>
<p>Demonstrate ability to review personal achievements</p>	<ul style="list-style-type: none"> Qualifications and skills <p>Identify how personal qualities relate to two career choices.</p>	<p>Summary of quiz results and review with a key supporting adult. Skills/Qualities banks.</p>
<p>Demonstrate ability to review personal employment preferences and identify implications for career options</p>	<p>Identify 4 personal employment preferences e.g.</p> <ul style="list-style-type: none"> working with people, working indoors/outdoors working with computers working in fashion travelling working with children working shifts 	<p>Summary of quiz results and Careers library searches and review with a key supporting adult.</p>
<p>Demonstrate ability to identify relevant experience</p>	<ul style="list-style-type: none"> Work experience placements, Saturday/evening jobs, voluntary work, team experiences (e.g. sport, enterprise activities) 	<p>CV Builder</p>
<p>Demonstrate ability to match personal skills and preferences to job roles</p>	<p>Review 3 job roles – identify how skills and preferences may be relevant to these job roles.</p>	<p>Skills/Qualities banks</p>
<p>Demonstrate ability to plan for future personal development</p>	<ul style="list-style-type: none"> Identify career goal(s) To identify training requirements Gaining relevant experience/qualifications Personal development activities 	<p>Action plan</p>

Unit 4: Present personal information effectively

Assessment Objective	Knowledge, Understanding and Skills	Contribution of Plan-it
<p>Demonstrate knowledge of the steps in applying for employment</p>	<ul style="list-style-type: none"> • Telephone and write for information on job • Complete application form and CV • Prepare covering letters • Attend interviews 	CV Builder
<p>Demonstrate ability to present personal information in writing</p>	<p>For 2 job roles present personal information in writing</p> <ul style="list-style-type: none"> • Accurately and neatly • Follow instructions on forms • Provide appropriate information • Link own skills and experience to job requirements 	CV Builder
<p>Demonstrate ability to present personal information in person</p>	<p>For one job role present an interview plan</p> <ul style="list-style-type: none"> • Details of personal presentation • Details of personal conduct • List of potential interviewer questions and planned responses • Questions to ask the interviewer • Details of information to take to the interview • Background information about the company <p>Participate in one simulated interview</p> <ul style="list-style-type: none"> • Adopt appropriate tone and manner • Present self appropriately • Provide relevant information as required 	