

Title:	Looking for Jobs
Level:	Entry Level 3
Credit value:	3
GLH:	30
Unique Reference Number:	J/652/0675
Sector Subject Area:	14.1 Foundations for Learning and Life
Aim:	The aim of this unit is to provide learners with the knowledge and skills to look for jobs in familiar situations. Learners will identify simple sources of job information, recognise information in a simple job advert, understand how support can help when looking for jobs, and take part in activities where they search for a suitable job. This unit supports progression into personal development, employability, and wider preparation for learning and work by helping learners begin to find and understand job opportunities in realistic contexts.
Assessment Type:	Assessment of this unit will be through an internally set and internally assessed portfolio of evidence.
Assessment Guidance:	<p>Assessment decisions for skills-based learning outcomes must be made during the learner's normal work activity.</p> <p>Skills-based assessment must include direct observation as the main source of evidence and must be carried out over an appropriate period of time.</p> <p>Evidence must confirm that the learner can identify simple sources of job information, recognise information in a simple job advert, identify support when looking for jobs, and take part in activities where they search for a suitable job.</p> <p>Assessment must reflect realistic personal, learning, community, or work-related contexts.</p>

Learning outcomes

The learner will:

1. Understand simple ways to look for jobs.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge and skills to recognise simple ways jobs can be found in familiar contexts.

The learner must:

- 1.1 Identify at least three **sources** a person can use to look for jobs.
- 1.2 Recognise that jobs can be advertised or shared in different ways.
- 1.3 State why it can be helpful to look for jobs in more than one place.

2. Understand simple information in job adverts.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge and skills to recognise simple information in job adverts and know when more information may be needed.

The learner must:

- 2.1 Identify at least three pieces of information in a simple **job advert** or vacancy notice.
- 2.2 Recognise when a job advert gives information about what the job involves or where it is.
- 2.3 State simple questions a person may ask if they want to know more about a job.

3. Understand support when looking for jobs.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge and skills to identify support that can help when looking for jobs and taking simple next steps.

The learner must:

- 3.1 Identify people or sources of **support** that can help when looking for jobs.
- 3.2 Recognise simple ways support can help a person understand job information or decide what to do next.
- 3.3 State what a person can do if they are unsure whether a job is suitable.

4. Be able to take part in a simple job search activity.

<p>Delivery content:</p> <p>The aim of this learning outcome is to provide learners with the knowledge and skills to take part in a simple activity where they use a source of job information and identify a suitable job.</p> <p>The learner must demonstrate how to:</p> <ul style="list-style-type: none"> 4.1 Use at least one source to look for a simple job or vacancy. 4.2 Identify a job that interests them or may be suitable in a familiar context. 4.3 State what they would do next after finding the job. 	
<p>Scope of Training</p> <p>The Scope of Training identifies areas that must be covered during the delivery of this unit. This is the minimum that is expected but tutors are expected to include other areas, knowledge of which will benefit their learners, based on location, types of work available and from the tutors own professional experience.</p>	
<p>Requirements</p>	
<p>Sources:</p>	<p>Definition: Simple ways a person can find out about jobs, vacancies, or opportunities in familiar contexts.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> • Places where job information can be found. • The idea that jobs can be advertised or shared in different ways. • Using simple prompts or keywords to look for jobs. • Looking at jobs that are realistic and suitable for the learner. • Knowing that some job opportunities may be paid, voluntary, or supported. <p>Teaching could include:</p> <p>Paper notices or vacancy boards.</p> <p>Websites or apps used with support.</p> <p>Asking staff, family, or employers about opportunities.</p>
<p>Job adverts:</p>	<p>Definition: Simple written or online information that tells a person about a job or vacancy.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> • Job title.

	<ul style="list-style-type: none"> • Place of work or location. • Simple information about tasks or duties. • Hours, times, or days where this is given. • What the person needs to do next to find out more or show interest. <p>Teaching could include:</p> <p>Pay where appropriate.</p> <p>Start date.</p> <p>Contact details.</p> <p>Simple entry requirements.</p>
<p>Support:</p>	<p>Definition: Help a learner can use when finding jobs, understanding job information, or deciding what to do next.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> • People who can help look for suitable jobs. • Help with reading or understanding job information. • Help with asking questions or showing interest in a job. • Help with deciding whether a job is suitable. • Help with taking a next step after finding a job. <p>Teaching could include:</p> <p>Using checklists or prompts.</p> <p>Looking together with a tutor, job coach, or family member.</p> <p>Support to contact an employer or ask for more information.</p>