

Title:	Prepare for Interview
Level:	1
Credit value:	1
GLH:	9
Unique Reference Number:	M/505/4106
Sector Subject Area:	14.1 Foundations for Learning and Life
Aim:	The aim of this unit is to provide learners with the skills and knowledge to prepare for an interview.
Assessment Type:	Assessment of this unit will be through the completion of internally set and internally assessed evidence.

Learning outcomes

The learner will:

1. Understand the purpose of an interview.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge to understand the purpose of an interview.

The learner must:

1.1 State the purpose of an interview for:

- An interviewer.
- An interviewee.

1.2 Describe why interviewers use **open questions**.

1.3 List **potential questions** to ask the interviewer.

1.4 State how to relate the above questions to a **possible interview situation**.

2. Understand how to prepare for an interview.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge to understand how to prepare for an interview.

The learner must:

2.1 State what they should include in a **portfolio of evidence** for an interview.

2.2 State reasons why these should be included in a portfolio of evidence for an interview.

2.3 Identify what can be used to **promote themselves** in an interview situation.

Scope of Training

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.

Requirements

1.2 Open questions.	Open questions typically start with “How”, “why”, or “describe” and are used to provoke a more detailed answer than a simple one word or “yes or no” answer.
1.3 Possible questions.	<p>Could include:</p> <ul style="list-style-type: none"> • “What sort of in-house training opportunities do you offer?” • “What is the structure of the team I could be working within?” • “How would you like to see me progress in my first six months if I was to be successful in getting the position?”
1.4 Possible interview situation.	<p>Learners should state how the questions relate to one of the following possible interview situations could include the following:</p> <ul style="list-style-type: none"> • Sixth form or higher education. • Full-time work. • Part-time work. • Apprenticeship. • Work-based placement.
2.1 Portfolio of evidence.	A portfolio of evidence refers to a collection of materials that demonstrates skills, qualifications, and accomplishments relevant to the position being applying for. It serves as proof of abilities and experience. Examples of what could be included are certificates or reference letters.
2.3 Promote themselves.	<p>Examples could include:</p> <ul style="list-style-type: none"> • Previous experience; employed or work experience. • Reference letters.