

Title:	Preparing for Work
Level:	1
Credit value:	3
GLH:	27
Unique Reference Number:	T/505/4107
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 be able to prepare for work and to know the requirements for a work or training opportunity.
Assessment Type:	Assessment of this unit will be through the completion of internally set and internally assessed evidence.

Learning outcomes

The learner will:

1. Identify career or job options.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge to know how to identify career or job options.

The learner must:

- 1.1 Outline **information sources** for career or job options.
- 1.2 Explain how to choose a career or job to meet own requirements.

2. Understand the requirements for a work or training opportunity.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge to understand the requirements for a work or training opportunity.

The learner must:

- 2.1 Identify the employer or training organisation requirements for successful applications.
- 2.2 Identify own skills, experience and qualities that match the requirements.

3. Be able to complete applications for work or training.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge to know how to complete applications for work or training.

The learner must:

- 3.1 **Complete an application form** legibly, and provide the information requested.
- 3.2 Check the form for accurate spelling and grammar, and make amendments as required.
- 3.3 **Produce a simple CV** which includes essential information.

4. Be able to present themselves at an interview.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge to understand how to present themselves at an interview.

The learner must:

- 4.1 Explain why it is important to arrive in good time for an interview.
- 4.2 Use positive body language to indicate positive interest in the position available.
- 4.3 Give responses that provide the information requested in interview questions.

5. Be able to plan for future work or training.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge to understand how to plan for future work or training.

The learner must:

- 5.1 Produce an **action plan** for future work or training, including short-term actions.

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,

<p>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>1.1 Information sources.</p>	<p>May include:</p> <ul style="list-style-type: none"> • Online jobsites such as Indeed and Reed. • Networking events and job fairs. • Careers centres. • Industry specific websites. • National Careers Service. • Newspapers and online guidance.
<p>3.1 Complete an application form.</p>	<p>The learner should consider that application forms can be completed on paper but also online via a computer, tablet, or smartphone. The learner should be aware that techniques will differ depending on whether the form has been completed by hand or on a device.</p>
<p>3.2 Check the form.</p>	<p>The learner should check the completed form for accuracy and also spelling and grammar mistakes.</p>
<p>3.3 Produce a simple CV.</p>	<p>The learner should consider that the technique for this will differ depending on whether it is being produced by hand or on a device, but the layout should remain the same. The learner should also consider the best format for the role.</p>
<p>5.1 Action plan.</p>	<p>Should have targets which are SMART (Specific, Measurable, Achievable, Realistic, Timebound).</p>