



Applying for a Job

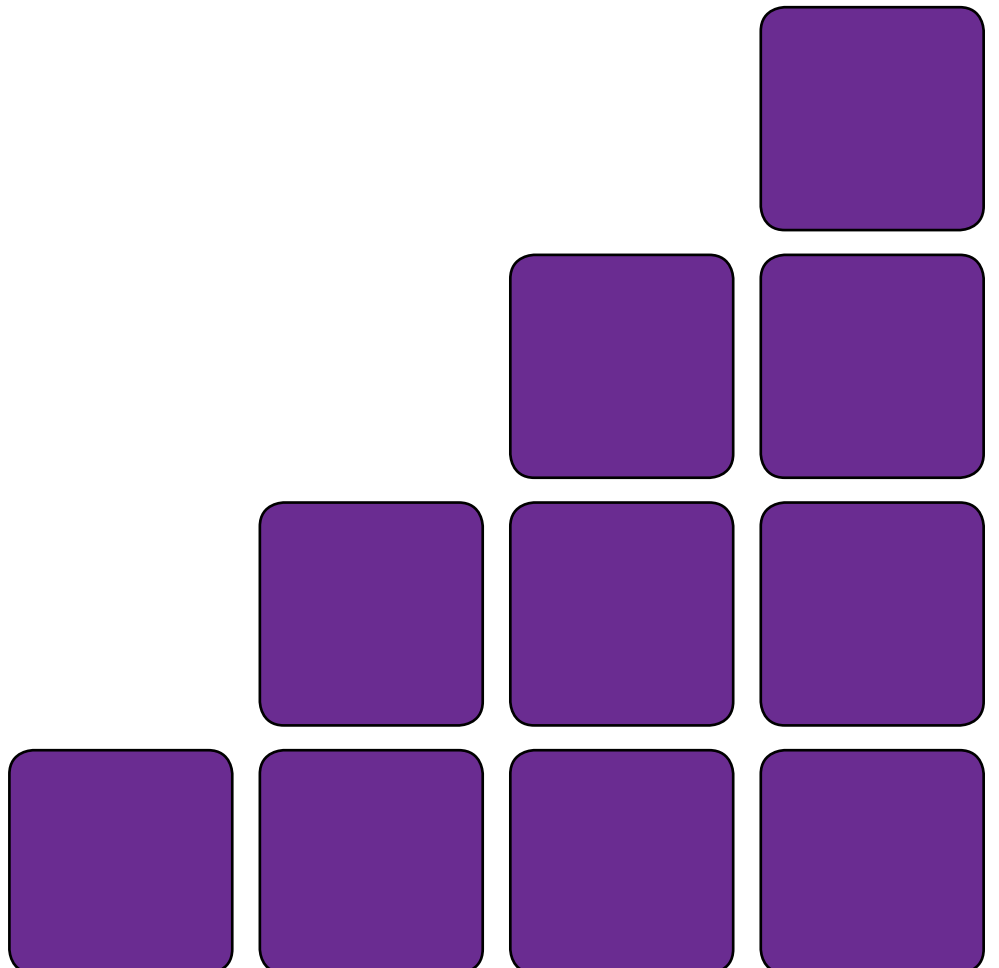
USK14

R/506/7978

Learner name:

Learner number:

VRQ



USK14

Applying for a job

This aim of this unit is to develop your knowledge and understanding of how to apply for a range of job vacancies. You will look at the importance of presenting job application information in an appropriate and accurate way.

Level

1

Credit value

2

GLH

16

Observation(s)

0

External paper(s)

0



Applying for a job

Learning outcomes

On completion of this unit you will:

1. Know different methods of applying for jobs
2. Be able to apply for a job

Evidence requirements

1. *Knowledge outcomes*
There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
2. *Tutor/Assessor guidance*
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.
3. *External paper*
There is no external paper requirement for this unit.

Developing knowledge

Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

**This is not an exhaustive list*

Knowledge



Learning outcome 1

Know different methods of applying for jobs

You can:	Portfolio reference
a. Identify the different types of job applications	
b. Identify the different methods used for job applications	



Learning outcome 2

Be able to apply for a job

You can:	Portfolio reference
a. Identify the information needed to apply for a job	
b. Present the information for a job application in different formats	
c. Create a draft CV	
d. Describe how to apply for a job online	