



# Searching for a Job

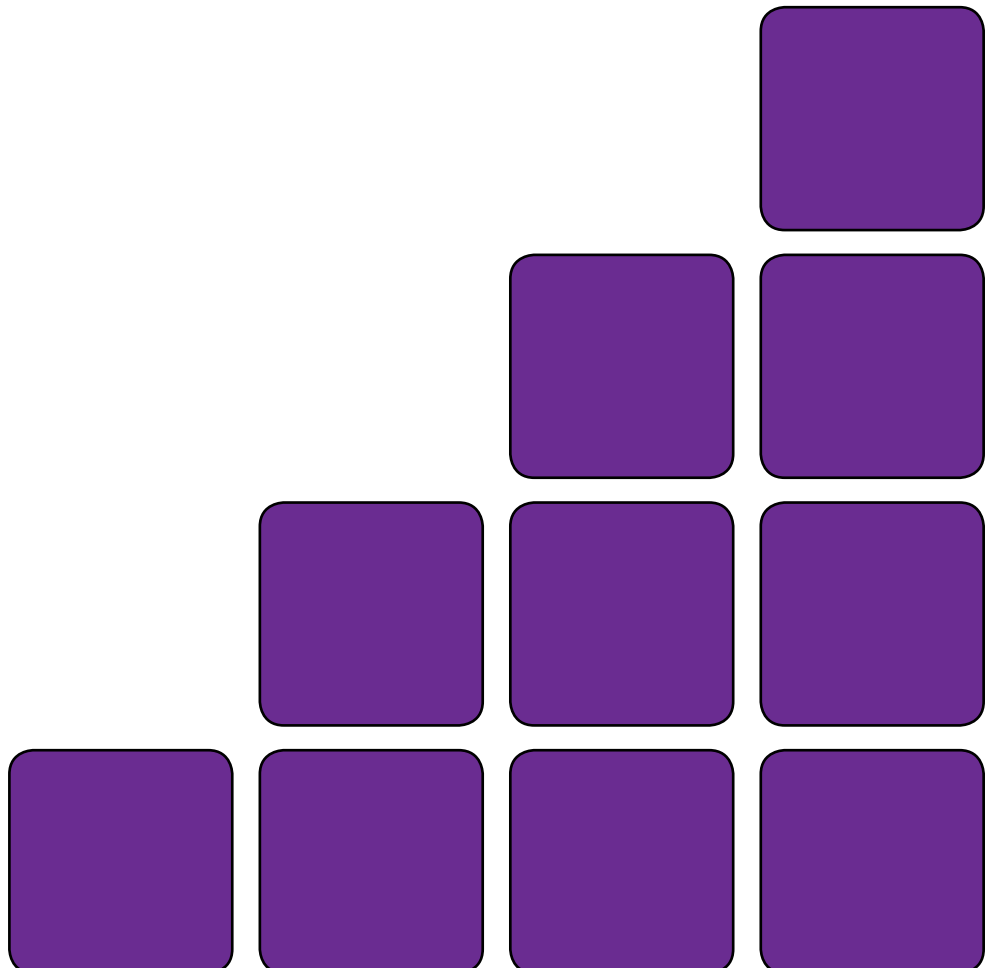
USK17

R/506/8001

Learner name:

Learner number:

VRQ





# USK17

## Searching for a job

The aim of this unit is to develop your knowledge and understanding of the most appropriate ways and types of jobs to search for, based on an understanding of your own skills and abilities.

Level

**1**

Credit value

**2**

GLH

**20**

Observation(s)

**0**

External paper(s)

**0**



# Searching for a Job

## Learning outcomes

On completion of this unit you will:

1. Be able to research job opportunities
2. Be able to identify suitable job vacancies

## 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

### Be able to research job opportunities

You can:	Portfolio reference
a. Identify different resources available to find out information about jobs	
b. Describe the roles and functions of the organisations providing employment services	
c. Use resources to research job opportunities	
d. Identify the requirements of, and how to sign up to, different organisations' job alert systems	



## Learning outcome 2

### Be able to identify suitable job vacancies

You can:	Portfolio reference
a. List the key elements of job adverts	
b. Identify relevant information from job adverts	
c. Match personal skills and requirements to job vacancies	