

|             |           |
|-------------|-----------|
| Name:       | Date:     |
| Start Date: | End Date: |

|                  |  |
|------------------|--|
| <b>Outcome 1</b> | <b>Choose a Suitable career Pathway</b>  |
| 1.1              | List sources of career advice and guidance (These could include people, organisations and websites)      |
| 1.2              | Research at least 2 career options   |
| 1.3              | agree a suitable career pathway with your personal tutor and/or Connexions PA                            |
|                  |  |
| <b>Outcome 2</b> | <b>Identify a Suitable Job, Training programme or Course</b>   |
| 2.1              | List sources of information for job vacancies, training programmes or courses                            |
| 2.2              | Find a suitable job vacancy, training programme or course related to you chosen career pathway           |
|                  |  |
| <b>Outcome 3</b> | <b>Understand How to Prepare a Curriculum Vitae</b>  |
| 3.1              | Identify your own skills, qualities, experience and qualifications                                       |
| 3.2              | Draft a CV   |
|                  |  |
| <b>Outcome 4</b> | <b>Understand How Candidates are Selected for Interview</b>  |
| 4.1              | Describe the selection Process   |
|                  |  |
| <b>Outcome 5</b> | <b>Apply for a Job, Training Placement or Course</b>   |
| 5.1              | Obtain an Application Form and/or Job Details  |
| 5.2              | Complete the Application Form  |
|                  |  |
| <b>Outcome 6</b> | <b>Understand the Interview Process</b>  |
| 6.1              | List what needs to be considered in Preparation for the Interview  |
| 6.2              | Observe and Take Part in a Real or Mock Interview  |
| 6.3              | Give at Least 2 Examples of Effective Interview Practice and at Least 2 Examples of Ineffective Practice |

|                       |  |       |
|-----------------------|--|-------|
| Assessor's Name:      |  |       |
| Assessor's Signature: |  | Date: |
| Learner's Name:       |  |       |
| Learner's Signature:  |  | Date: |
| IV's Name:            |  |       |
| IV's Signature:       |  | Date: |

|                       |
|-----------------------|
| Assessor Feedback:    |
| Learner's Comments:   |
| Pass or Not Achieved: |

|  |
|--|
|  |
|--|

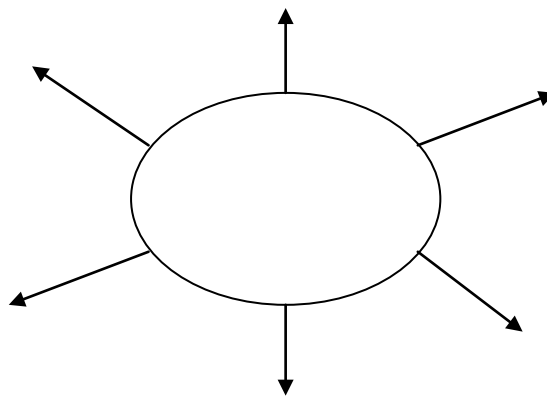
**Name:**

**Date:**

**Outcome 1 – Choose a Suitable Career Pathway**

**1.1 - List sources of career advice and guidance (These could include people, organisations and websites)**

Plot as many sources available to find careers advice and guidance



Identify the **three** most appropriate sources available to find career advice and guidance

- 1.
- 2.
- 3.

Why are they the most appropriate to you? (What information can you gain from them?)

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Tutor Feedback (including actions where necessary)

Signature:

Date:

**Outcome 1 – Choose a Suitable Career Pathway**

**1.2 - Research at least two Career Options**

Give 2 examples of 'career options' you could choose

1.

2.

Make an appointment with the careers advisor at the college. Draw a mind map below to plot the various ideas discussed, along with the ways to achieve them. (Use an additional sheet if required)

Design a leaflet detailing the information you have gathered on your two career options.

Make the leaflet as colourful and interesting as possible. You may decide to use bullet points, images and text

Tutor Feedback (including actions where necessary)

Signature:

Date:

**1.3 – Agree a suitable career pathway**

Note down two appropriate people that you could discuss your career path with.

1.

2

Discuss with your tutor how your own skills and qualities may be used to choose a suitable career pathway

Chosen Career Pathway: \_\_\_\_\_

|  |       |
|--|-------|
| Tutor Feedback (including actions where necessary) |       |
| Signature:   | Date: |
|  |       |
| Skill 2:   |       |
| Quality 1:   |       |
| Quality 2:   |       |

Name:

Date:

**Outcome 2 - Identify a Suitable Job, Training Programme or Course**

**2.1 – List sources of information for job vacancies, training programmes or courses**

|                 | Job Vacancies | Training Programmes | Courses |
|-----------------|---------------|---------------------|---------|
| <b>Sources:</b> |               |                     |         |
|                 |               |                     |         |
|                 |               |                     |         |
|                 |               |                     |         |
|                 |               |                     |         |



Tutor Feedback (including actions where necessary)

Signature:

Date:

**Name:**

**Date:**

**Outcome 2- Identify a Suitable Job, Training Programme or Course**

**2.2** - Find a suitable job vacancy, training programme or course related to your chosen career pathway

|   |  |
|---|--|
| <b>Job Vacancy/Training Programme or Course:</b><br><br><b>Information:</b><br><br>(attach advert if necessary) | <b>Related Abilities, Experience &amp; Skills:</b> |
|   | <b>Areas of Development:</b>                       |

|  |       |
|--|-------|
| Tutor feedback (including actions where necessary) |       |
| Signature:   | Date: |

Name:

Date:

### Outcome 3 - Understand How to Prepare a Curriculum Vitae

3.1 - Identify your own personal skills, qualities, experience and qualifications.

Use the CV template to gather all the information that you may need to prepare a CV or fill in an application form



Tutor feedback (including actions where necessary)

Signature:

Date:

Name:

Date:

**Outcome 3 - Understand How to Prepare a Curriculum Vitae**

**3.2 – Draft a CV**

Why do we use CVs?

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Tutor feedback (including actions where necessary)

Signature:

Date:

Name:

Date:

**Outcome 4 - Understand How Candidates are Selected for Interview**

**4.1 – Describe the Selection Process**

Take part in a group discussion on the purpose of interviews, and then answer the following questions.

Why do companies hold interviews?

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List 5 different types of interviews:

- 1.
- 2.
- 3.
- 4.
- 5.



Describe the interview selection process

Tutor feedback (including actions where necessary)

Signature:

Date:

Name:

Date:

**Outcome 5 - Apply for a Job, Training Placement or Course**

**5.1 - Obtain an Application form and/or Job Details**

It is important to follow instructions and complete job applications accurately.

Read the attached application form

b) Circle **five** items that have **not** been completed correctly.

c) For each item you have circled write a short sentence to explain why it is incorrect and the usual way of presenting information, i.e., conventions, formats and styles

1)

2)

3)

4)

5)

Tutor feedback (including actions where necessary)

Signature:

Date:

Name:

Date:

**Outcome 5 - Apply for a Job, Training Placement or Course**

**5.2** - Complete the Application Form for the job, training placement or course you have chosen



Tutor feedback (including actions where necessary)

Signature:

Date:

Name:

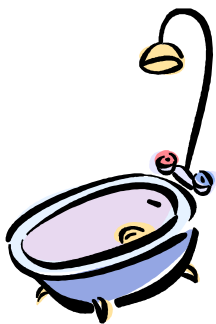
Date:

**Outcome 6 - Understand the Interview Process**

6.1 - List what needs to be considered in preparation for an Interview



- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.



Tutor feedback (including actions where necessary)

Signature:

Date:

Name:

Date:

**Outcome 6 - Understand the Interview Process**

**6.2 - Observe or take part in a Real or Mock Interview**

Your tutor will give you details about an interview. This may be a real interview for work experience, for a course for which you have applied or a mock interview.

- i) Tick either “went well” or “did not go well”
- ii) Describe why you ticked each box

| Learner review of interview performance                     |           |                 |      |
|---|-----------|-----------------|------|
| Name  |           | Date            |      |
|   | Went well | Did not go well | Why? |
| Arrived at least 5 minutes before the time of the interview |           |                 |      |
| Made appropriate eye contact with interviewer               |           |                 |      |
| Displayed appropriate posture                               |           |                 |      |
| Showed interest throughout the interview                    |           |                 |      |
| Listened to questions asked by interviewer before answering |           |                 |      |
| Spoke clearly   |           |                 |      |
| Spoke politely  |           |                 |      |
| Spoke positively  |           |                 |      |
| Used appropriate language to answer questions               |           |                 |      |

Tutor feedback (including actions where necessary)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Outcome 6 Understand the Interview Process**

**Name:**

**Date:**

**Outcome 6 – Understand the Interview Process**

**6.3 – Give at least 2 examples of effective interview practice and at least 2 examples of ineffective interview practice**

**Example 1**

| Effective Interview Practice: | Ineffective Interview Practice: |
|-------------------------------|---------------------------------|
|                               |                                 |

**Example 2**

| Effective Interview Practice: | Ineffective Interview Practice: |
|-------------------------------|---------------------------------|
|                               |                                 |

Tutor feedback (including actions where necessary)

Signature:

Date: