Entry Level 3 – Unit 1 Assessing myself for work

Assessment guidance for centre assessors

Assessment must take place before submitting candidate work to the OCR Examiner-moderator. This should be made evident by the centre assessor using annotations (i.e. ticks and comments). Centre assessors must refer to the Teaching Content contained within the Unit specification.

Task no	Assessment criteria	Guidance
1a	1.1 Identify actions which may lead to success in work	Candidates must give **three** examples of actions that may lead to success in work. A range of possible actions may be provided for the candidate to select the most appropriate. Correct answers for the OCR evidence booklet are: I help my colleagues; I hit my sales targets; I always achieve my goals.
1b	1.2 State the skills needed for success in different workplace activities	Candidates must identify **two** different workplaces and **one** activity for each workplace. Activities provided must be different. For each activity, candidates must identify **one** skill and indicate why the skill is needed. Short phrases are required.
	1.3 Identify the personal attributes needed for success in different workplace activities	Candidates must identify **two** different workplaces and **one** activity for each workplace. Activities provided must be different. For each activity, candidates must identify **one** personal and indicate why the attribute is needed. Short phrases are required.
2a/2b	2.1 Identify own • skills • personal attributes	Candidates must identify **two** skills and **two** personal attributes which they possess. Centre assessors should refer to the OCR Employability Skills resources on skills and attributes.
	2.2 Assess current level of own skills and personal attributes, to include • own assessment • confirmation of own assessment by persons supervising	Candidates must indicate their current level of competence in their chosen skills and attributes. This could be shown by using a written description (Very good/Good/Poor) or a numerical grading (1-5). Candidates must ask **two** different people (tutors, assessors or supervisors) to confirm their assessments in AC2.1 and AC2.2. Those giving confirmation must provide a reason, sign and print their name and date the feedback Peer assessment is not acceptable. Example: *attribute: punctuality, very good; comment from tutor: John has never been late for his classes*)

Task no	Assessment criteria	Guidance
3	3.1 Identify a specific job of personal interest	Candidates must identify **one** job that they would like to be employed in, eg a bricklayer rather than the sector (construction) or building site (location).
	3.2 Identify skills to be developed for a specific job	Candidates must identify **two** skills that need to be developed for the job in AC3.1. These skills could link to AC2.1, but ideally should not be those assessed as Very Good. Candidates must indicate why the chosen skills need to be developed **for the job**. Short phrases are required.
	3.3 Identify personal attributes to be developed for a specific job	Candidates must identify **two** personal attributes that need to be developed for the job in AC3.1. These personal attributes could link to AC2.1, but ideally should not be those assessed as Very Good. Candidates must indicate why the chosen attributes need to be developed **for the job**. Short phrases are required.
4a	4.1 Produce an action plan to develop skills for a specific job, to include • a start date • skills to be developed • ways to develop the skills • who can help with the development • target dates	Candidates must produce an action plan to develop the skills identified in AC3.2. This must relate to the job identified in AC3.1. The action plan must include all bulleted items in the assessment criteria. The start date of the plan must be prior to the sign-off date of the unit. The target date could be in the future. Dates must be expressed as month and year.
4b	4.2 Produce an action plan to develop personal attributes for a specific job, to include • a start date • personal attributes to be developed • ways to develop the personal attributes • who can help with the development • target dates	Candidates must produce an action plan to develop the personal attributes identified in AC3.3. This must relate to the job identified in AC3.1. The action plan must include all bulleted items in the assessment criteria. The start date of the plan must be prior to the sign-off date of the unit. The target date could be in the future. Dates must be expressed as month and year.