Entry Level 3 – Unit 4 Researching and selecting a job opportunity

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
1	1.1 Identify different sectors	Candidates must identify **two** different sector areas eg retail, finance, catering. Centre assessors should refer to the OCR Employability Skills resources on sectors.
	1.2 Identify jobs offered by local companies in different sectors	Candidates must identify **two** different jobs offered by local companies/organisations in each of the **two** sector areas. The companies must be named. An address is not needed. Candidates may link this activity with AC1.1.
	1.3 Identify products and/or services linked to different jobs	Candidates must identify **one** product or service that these jobs are involved in making or providing. Candidates may complete a table or carry out a matching exercise. Candidates may link this activity with AC1.1 and AC1.2.
	1.4 Identify the work environment for different jobs	Candidates must identify the work environment where people carrying out **two** of the jobs mainly work (eg shop floor, greenhouse). Candidates may complete a table or carry out a matching exercise. Candidates may link this activity with AC1.1, AC1.2 and AC1.3.
2a	2.1 Identify job opportunities in different types of employment, to include • employment in a company • self-employment • voluntary work or work experience	Candidates must give **one** example of a local job for **each** type of employment listed in AC2.1. There should be a total of **three** different local jobs. In the case of voluntary/work experience and employed, the organisation organisation/company name and the job title must be provided. For self-employed, candidates must identify a local self-employment opportunity e.g., window cleaner, maker of handmade furniture.

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2b	2.2 Identify working patterns for different jobs	Candidates must identify **four** different working patterns. They might be given the job and suggest the working pattern **or** be given the working pattern and identify a likely job that follows this pattern. Answers in OCR evidence booklet: 1 – Shift work; 2 – Temporary or Seasonal; 3 – Part-time; 4 – Flexible working
	2.3 Outline advantages and disadvantages of different working patterns	Candidates must outline **one** advantage and **one** disadvantage of **four** different working patterns.
2c	2.4 Identify reasons for • selecting a working pattern • rejecting a working pattern	Candidates must identify **one** working pattern that they would like and give **one** reason for selecting it. They must select **one** working pattern that they would not like and give **one** reason for their choice. A short phrase or sentence is required for each reason.
3a	3.1 Identify jobs in a preferred working pattern	Candidates must identify **two** jobs which fit their preferred working pattern. Ideally, candidates should use the preferred working pattern identified in AC2.4.
	3.2 State facts about different jobs in a preferred working pattern, to include • main duties • services or products offered • location of organisation • rate of pay	For each of the **two** jobs chosen in AC3.1, candidates must find out **two** facts about **each** job. The facts identified must be those listed in AC3.2. Specific detail is required, eg location of organisation is Solihull, West Midlands
	3.3 Identify sources of information which provide facts about jobs in a preferred working pattern	Candidates must name **two** different sources of information where they found out the facts about the **two** jobs selected in AC3.1 and AC3.2. This should be at least **two** different sources of information overall. Sources of information must be named ie www.yell.com, The Daily Echo.
3b	3.4 State reasons for choosing a job	Candidates must select **one** job from those identified in AC3.1 and give **three** reasons why they have selected it (eg opportunities for promotion, good pay, can walk to work). A short phrase is required for each reason.