

Level 1 – Unit 9 Assessing myself for a job

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 Explain behaviours that lead to success in the workplace	For four behaviours which could lead to success in the workplace identified, candidates must give a different reason why each behaviour is important. Sentences must be used. Examples of success must be work-related. The example provided in the OCR evidence booklet should not be used.
	1.2 Outline how success at work is acknowledged	Candidates must give one example of how using each behaviour could be acknowledged by an employer. Four different examples must be provided. Sentences must be used.
1b	1.3 Describe how skills in different workplaces may lead to success, to include <ul style="list-style-type: none"> • sector-specific • transferable 	Candidates must identify two different workplaces and one job for each workplace. For each job, one sector-specific skill, one transferable skill and one personal attribute must be identified. Candidates must describe how each skill and attribute could lead to success in that job. Sentences must be used.
	1.4 Describe how personal attributes may lead to success	Example: <i>workplace – office; job – junior administrator</i>
2a and 2b	2.1 Identify <ul style="list-style-type: none"> • own skills • own personal attributes 	Candidates must identify two skills and two personal attributes which they possess. Skills may be sector-specific or transferable. Centre assessors should refer to the OCR Employability Skills resources on skills and attributes.
	2.2 Assess current level of <ul style="list-style-type: none"> • own skills • own personal attributes 	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).

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	2.3 Justify own assessment of skills and attributes, to include feedback from persons supervising	<p>Candidates must provide a reason to support their assessment of each skill and attribute. Candidates must ask two different people (tutor/assessor/supervisor) to give feedback on their assessments in AC2.2. Tutors or supervisors giving feedback must provide comments, sign and print their name and date the feedback. Feedback may agree or disagree with the candidate's self-assessment but a reason should be given.</p> <p><i>Example: skill – looking after children; assessment – very good; reason – when I help out at the local nursery, the staff and children are happy with my work</i></p>
3	3.1 Identify skills and attributes needed for a sector-specific job	Candidates must identify a sector and a job that they would like to work in. They must identify two sector-specific skills and two personal attributes that are needed for that job. Centre assessors should refer to the OCR Employability Skills resources on sectors. Sectors or sub-sectors are acceptable, eg sector – retail; sub-sector – fashion retailing.
	3.2 Describe why different skills and attributes are needed for a sector-specific job	Candidates must describe why the skills and attributes chosen in AC3.1 are needed for the chosen job. Reasons given must relate to the job and be accurate. Sentences must be used.
4a	3.3 Identify own skills and attributes that need development for a sector-specific job	Candidates must identify two sector-specific skills which they need to develop. Skills must link to the job chosen in Task 3 (AC3.1 and AC3.2). They may include those identified in Task 3 (AC3.1).
	4.1 Produce an action plan for skills development, to include <ul style="list-style-type: none"> • skills to be developed for a job • ways of developing skills • support needed • start, review and target dates 	Candidates must produce an action plan to develop the skills identified. Candidates must describe one way each chosen skill could be developed and identify the support needed. The plan must include one review date and a target date (expressed as month and year). Review and target dates for both skills may be the same. 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.

Task no	Assessment criteria	Guidance
4b	3.3 Identify own skills and attributes that need development for a sector-specific job	Candidates must identify two personal attributes which they need to develop. Attributes must link to the job chosen in Task 3 (AC3.1 and AC3.2). They may include those identified in Task 3 (AC3.1).
	4.2 Produce an action plan for personal attributes development, to include <ul style="list-style-type: none"> • attributes to be developed for a job • ways of developing attributes • support needed • start, review and target dates 	Candidates must produce an action plan to develop the attributes identified. Candidates must describe one way each chosen attribute could be developed and identify the support needed. The plan must include one review date and a target date (expressed as month and year). Review and target dates for both attributes may be the same. 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, but should be realistic, eg, it is likely that target dates for development of personal attributes will be considerably longer.
4c	4.3 Describe the importance of having an action plan for personal development	Candidates must give two reasons why an action plan is important for personal development.