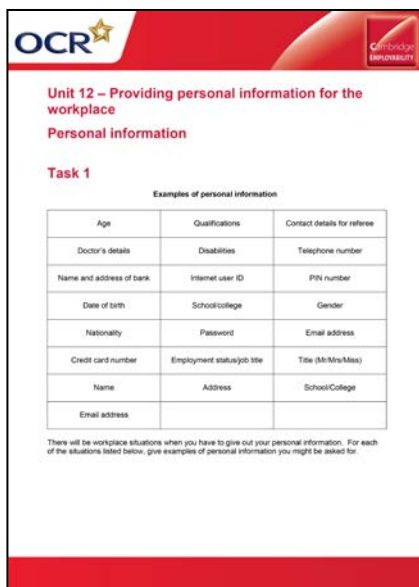# Unit 12 – Providing personal information for the workplace

Personal information

Instructions and answers for teachers

These instructions should accompany the OCR resource 'Personal information' activity *which supports OCR Certificates in Employability Skills Unit 12, Providing personal information for the workplace*

Associated Files:
Personal information activity

Expected Duration:
Task 1 – 20 minutes
Task 2 – 15 minutes
Task 3 – 30 minutes

 This activity offers an opportunity for English skills development.

 This activity offers an opportunity for maths skills development.

Task 1

Learners could study the list of examples of personal information below making sure they understand them all.

Age	Qualifications	Contact details for referee
Doctor's details	Disabilities	Telephone number
Name and address of bank	Internet user ID	PIN number
Date of birth	School/college	Gender
Nationality	Password	Email address
Credit card number	Employment status/job title	Title (Mr/Mrs/Miss)
Name	Address	School/College
Email address		

Ask the learners to write in the boxes on their task-sheet, the personal information they might be asked to provide for each of the situations. The answers below are examples only.

1.   Applying for a promotion

Name, address, employment status/job title, contact details for referee, school/college, qualifications

2.   Applying for annual leave

Email address, employment status/job title, title (Mr/Mrs/Miss), name

3.	Accessing the intranet/internet at work

Internet user ID, password, PIN number, email address

4.	Return to work interview after absence

Doctor's details, disabilities, name, title (Mr/Mrs/Miss), email address

5.	Training application form

Employment status/ job title, email address, school/college, qualifications

Learners could then click on the link below to find out about protecting their personal information.

http://www.bbc.co.uk/webwise/0/22717881

In groups, learners could then discuss ways of protecting their identity. They need to think of situations when personal information should not be given out.

Task 2

Ask the learners to complete the Annual Leave Application Form. They should ensure that:

- the instructions are followed – block capitals
- all sections are completed except the Manager's Comments/Approval
- spelling, punctuation and grammar are accurate
- the form is free from alterations or changes
- number of days' leave is 10
- the first day of leave is Monday 8th July
- the last day of leave is Monday 22nd July

Allocate the role of Manager to one of the learners. They need to check the form and approve it if everything is correct.

Learners can then discuss the importance completing workplace forms correctly and accurately.

Task 3

Ask the learners to review the CV and identify and discuss the issues. For example:

- Don't use fancy fonts or graphics. These distract the reader and don't create a professional impression.
- Provide an appropriate email address.
- A skills section or personal profile section should be included.
- The section headings need to be highlighted so it is easier to read.
- The most recent jobs should be listed first.
- There are spelling mistakes in the CV (running and references).
- Never make things up (look at the second reference).
- Hobbies and interests are very general. They should tell the employer about you as an individual.

Once the bad points have been identified and discussed, learners could rewrite Fiona's CV. They can then go onto write their own CV.