Candidate Evidence Checklist

OCR Award and Certificate in Employability Skills

10399/10400/10401/10402/10403/10404

Unit 4 – Know how to complete a job search

This form should only be used for learners **not** using the OCR Evidence Booklet or if supplementary tasks are to be inserted in to the Evidence Booklet.

Entry Level 3

Candidate's name: ....

The work you submit for assessment must be your own.

You must not copy from someone else or allow someone else to copy from you.

I confirm that this is all my own work.

Candidate's signature ....   Date ……………………………

Assessment criteria	Document/Page number	Attached (insert ✓)
1.1 Identify employment sectors		
1.2 Identify jobs within employment sectors		
2.1 Identify where to search for jobs		
2.2 Identify specific jobs from different sources		
3.1 Identify different features of jobs		
3.2 Identify job features that suit them		
4.1 Identify own skills or personal attributes		

Assessment criteria	Document/Page number	Attached (insert ✓)
4.2 Identify a suitable job for them		