



# Evidence Booklet

OCR Award and Certificate in Employability Skills

10399/10400/10401/10402/10403/10404

Unit 14: Assess myself for a career



Version 2

# Evidence Booklet

## Unit 14: Assess myself for a career

**Candidate's name (Block capitals)** \_\_\_\_\_

Instructions to learners

Read the instructions carefully and complete all tasks in this booklet.

Make sure that your writing is clear and legible.

When your evidence booklet is complete, sign and date the following declaration.

**I confirm that**

- the work in this booklet is my own work
- I have not copied from anyone or any other sources
- I have not allowed anyone to copy my work.

Candidate's signature..... Completion date.....

**Centre assessor's name (Block capitals)** \_\_\_\_\_

**I confirm that I have read the Introduction for Tutors overleaf.**

I confirm that I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.

I confirm that

- all tasks have been completed
- I have marked the work following the evidence requirements
- the work meets the assessment criteria.

Centre assessor's signature.....Completion date.....

(If applicable)

**Internal quality assurer's (IQA) name (Block capitals)** \_\_\_\_\_

**I confirm that I have checked this booklet and agree with the assessment decision.**

IQA's signature..... Date of quality assurance.....

(If applicable)

**Scribe's name(Block capitals)** \_\_\_\_\_

I confirm that I have transcribed the candidate responses using their own words.

**Scribe's signature**..... **Date**.....

# Introduction for tutors

The purpose of this evidence booklet is to provide a simple and manageable solution for gathering evidence for Unit 14 of these qualifications.

## ASSESSMENT AND QUALITY ASSURANCE

**Tutors may change any task or part of a task to make the context more appropriate for their learners. However, alternative tasks must meet the assessment criteria.**

All evidence **must** be marked before submission. This should be indicated through a tick and/or feedback comment on each answer. Centre assessors must use the OCR evidence requirements for the unit when assessing the work. Tutors should check that there are no gaps in the evidence. Incomplete evidence must not be submitted. The relevant Assessment Criterion (AC) is listed against the title of each Task.

Witness statements **must** be fully completed by the witness (ie tutor, assessor, supervising person). Candidates **must not** complete any part of the witness statements.

Scribed work **must** be annotated with the scribe's initials. If candidates require a scribe, further guidance can be found in the JCQ document: *Access Arrangements, Reasonable Adjustments and Special Consideration 2014-2015*. The application form for reasonable adjustments is available to download from the JCQ website: <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms/form-vq-ia>

Centres should have an internal standardisation process in place to ensure consistency of assessment across assessors. For further guidance refer to the Centre Handbook which is available to download from the OCR website: [www.ocr.org.uk](http://www.ocr.org.uk)

## SUBMITTING EVIDENCE

Answers should be individual to the candidate and his/her own work. Staple together the tasks in numerical order. Do not submit evidence booklets in folders or plastic pockets. Do not submit group coursework, handouts or downloads.

All evidence submitted must be legible. If evidence is scanned for electronic submission, please ensure that the scanned copy is clearly legible and that pages are in the correct sequence and orientation. Declarations on the front sheet **must** be signed and dated; a 'typed' signature is not acceptable.

A Candidate Submission Sheet must be completed in line with OCR Administration Guide. The sheets are available to download from the qualification pages on the OCR website: [www.ocr.org.uk](http://www.ocr.org.uk)

**Please note** that OCR is unable to return candidate work to centres, so centres may wish to take a copy before submitting evidence.

## FEEDBACK TO CENTRES

Examiner-moderators will complete an electronic Centre Feedback Report Form (e-NQF6) for each batch submitted. Reports are accessed through OCR Interchange.

## KEEPING UP-TO-DATE

Occasionally OCR may up-date these booklets and assessment guidance. Please refer to the relevant qualification page on our website: [www.ocr.org.uk](http://www.ocr.org.uk) for the most up-to-date version.

## Task 1 (AC1.1)

Choose a role model who you think has been successful in their career.

**Person:**

.....

Assess how **two** specific skills or personal attributes have contributed to success in this person's career.

Specific skills or personal attributes	How have the specific skills or personal attributes contributed to the person's success in their career?
1.	
2.	

## Task 2a (AC 2.1)

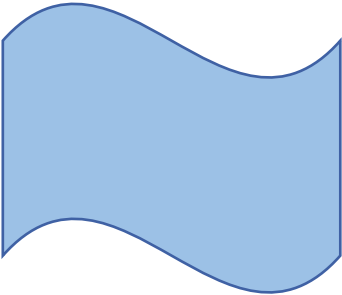
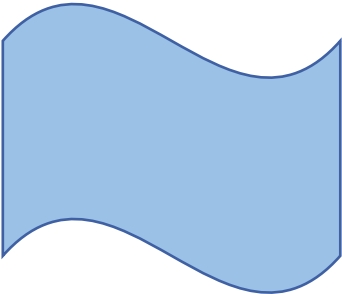
Before you can decide on a suitable career, you will need to identify the strengths and weaknesses of your own skills or personal attributes.

Complete the following table to identify **two** strengths and **two** weaknesses of your skills or personal attributes. Make an assessment of each skill or personal attribute by ticking one of the statements.

Strengths in own skills or personal attributes	My own assessment of this is (✓)	Weaknesses in own skills or personal attributes	My own assessment of this is (✓)
	Very good <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/>		Very good <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/>
	Very good <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/>		Very good <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/>

# Task 2b (AC 2.2)

Complete the following table. Give **one** example to justify why you have assessed the skill or personal attribute as a strength and **one** example to justify why you have assessed the skill or personal attribute as a weakness.

Skills or personal attributes	Own assessment (Very Good/ Good/ Satisfactory/ Needs improvement)	Evaluation
My <b>strongest</b> skill or personal attribute is ..... ..... ..... .....		<b>One</b> example which demonstrates that this is my strongest skill or personal attribute: ..... ..... ..... .....
My <b>weakest</b> skill or personal attribute is ..... ..... ..... .....		<b>One</b> example which demonstrates that this is my weakest skill or personal attribute: ..... ..... ..... .....



## Task 3 (AC 3.1, 3.2)

Research the specific skills or personal attributes needed for your chosen career (identified in Task 2c).

Write down **three** specific skills or personal attributes, that are needed for this career and describe why **each** of these specific skills or personal attributes is necessary for the career.

Specific skills or personal attributes needed	Reason why this specific skill of attribute is necessary
1.....	..... ..... .....
2.....	..... ..... .....
3.....	..... ..... .....

My chosen career is

.....





## Task 4a (AC 4.1)

Complete the action plan below, giving details of how you plan to develop **two** specific skills or personal attributes for your chosen career.

My chosen career is ..... Start date of action plan is .....

Specific skill or personal attribute for development	How I will develop specific skill or personal attribute? (specific measurable actions)	Review date	Target date
1.			
2.			

## Task 4b (AC 4.2)

Explain why it is important for an individual to have an action plan. Give **two** examples to support your explanation.

It is important to have an action plan because .....

.....

.....

.....

.....

Two examples to support this explanation

1.

2.

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**The Qualification Numbers (QN) for these qualifications are:**

OCR Award in Employability Skills Entry Level 3 – 601/5339/8

OCR Award in Employability Skills Level 1 – 601/5341/6

OCR Award in Employability Skills Level 2 – 601/5343/X

OCR Certificate in Employability Skills Entry Level 3 – 601/5340/4

OCR Certificate in Employability Skills Level 1 – 601/5342/8

OCR Certificate in Employability Skills Level 2 – 601/5344/1

**The Unit Reference Number for this unit is:**

Unit 14: Assess myself for a career A/506/8980

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