



Evidence Booklet

OCR Award and Certificate in Employability Skills

10399/10400/10401/10402/10403/10404

Unit 17: Adapt personal information for employers



Version 2

Evidence Booklet

Unit 17: Adapt personal information for employers

Candidate's name (Block capitals) _____

Instructions to candidates

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 17 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

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

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 for the most up-to-date version.

Task 1a (AC 1.1, 1.2, 1.3)

Identify **three** different types of information needed by employers for a specific job.

Explain why the information is needed and the impact of not providing it.

Specific job:

Information I need to provide	Why I need to provide this information	Impact of not providing this information

Task 1b (AC 1.4)

Explain **two** risks associated with giving out personal information .

1

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Task 2 (AC 2.1)

Learners must communicate personal information in **three** different situations in working life.

Learners must communicate **three** pieces of personal information during each task.

The tasks may be real or simulated.

The evidence provided must evidence the **three** different tasks and the **three** pieces of personal information communicated. The evidence provided may be in any format and may include completing the witness statements below.

WITNESS STATEMENT – Task 1	
Learner's name:	
Date:	Real / simulated (circle or delete as appropriate)
Details of the task (or attach alternative evidence)	
What personal information was given?	
1	
2	
3	
Any other comments?	
Signature of the witness:	Print name:
Role of the witness:	Date of statement:

WITNESS STATEMENT – Task 2

Learner's name:

Date

Details of the task (or attach alternative evidence)

What personal information was given?

1

2

3

Any other comments?

Signature of the witness:

Print name:

Role of the witness:

Date of statement:

WITNESS STATEMENT – Task 3

Learner's name:

Date

Details of the task (or attach alternative evidence)

What personal information was given?

1

2

3

Any other comments?

Signature of the witness:

Print name:

Role of the witness:

Date of statement:

Task 3a (AC 3.1)

Complete an application form for a specific job that interests you.

A copy of your application form **must** be submitted as evidence and **must** be legible and fit for purpose.

I have checked my application form and confirm that it is:	Please tick (✓)
Legible	
Fit for purpose	
Attached to this evidence booklet	

Task 3b (AC 3.2)

Complete a covering letter for an application for a specific job.

A copy of your final draft of the letter **must** be submitted as evidence and **must** be legible and fit for purpose.

I have checked my covering letter and confirm that it is:	Please tick (✓)
Legible	
Fit for purpose	
Attached to this evidence booklet	

Task 3c (AC 3.3)

Produce a curriculum vitae (CV) that can be adapted for different job applications.

A copy of the final draft of your CV **must** be submitted as evidence and **must** be legible and fit for purpose.

I have checked my curriculum vitae and confirm that it is:	Please tick (✓)
Legible	
Fit for purpose	
Attached to this evidence booklet	

Task 3d (AC 3.4)

Explain why a CV must be adapted for specific jobs.

Task 4a (AC 4.1)

Identify **two** different ways to present evidence of personal achievements.

Write in the boxes below.

Presenting my personal achievements

The diagram consists of a central rounded rectangular box at the top containing the text 'Presenting my personal achievements'. Two blue arrows point downwards from the bottom corners of this box to the top corners of two identical empty rounded rectangular boxes positioned below it, one on the left and one on the right.

Task 4b (AC 4.2)

The learner must present evidence of **three** personal achievements.

The presentation may be verbal or visual.

WITNESS STATEMENT	
Learner's name:	
Date of presentation:	
How were the personal achievements presented?	
Details of the three personal achievements:	
1	
2	
3	
Signature of the witness:	Print name:
Role of the witness:	

Task 4c (AC 4.3)

Explain why presentation of personal achievements is important in the job market, giving **two** examples.

1

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2

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Task 5 (AC 5.1, 5.2)

Assess your written and verbal skills when presenting personal information.

Identify **one strength** and **one weakness** in your **written** skills.

Identify **one strength** and **one weakness** in your **verbal** skills.

Recommend ways to improve the skills for the future.

My WRITTEN skills

My **strength** in presenting personal information in **writing** is:

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My **weakness** in presenting personal information in **writing** is:

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I could improve this **weakness** by:

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My VERBAL skills

My **strength** in presenting personal information **verbally** is:

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My **weakness** in presenting personal information **verbally** is:

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I could improve this **weakness** by:

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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 17: Adapt personal information for employers L/506/8983

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