



# Evidence Booklet

## OCR Award and Certificate in Employability Skills

10399/10400/10401/10402/10403/10404

Unit 5: Provide personal information for employers



Version 2

# Evidence Booklet

## Unit 5: Provide 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 5 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>. Please note that scribes cannot be used for Tasks 3a or 3b.

Centres should have an internal standardisation process in place to ensure consistency of assessment across assessors. For further guidance refer to the Centre Handbook section 3 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 1a (AC 1.1)

State **four** items of personal information about you which are needed for employers.

1

2

3

4

## Task 1b (AC 1.2)

In order to show how to present your personal information, match the questions and answers in the boxes below by drawing a line.

1 How would you fill in your application form?

a) using a computer

2 How would you give your name to a receptionist when arriving for interview?

b) by phone

3 How would you contact an employer if you were going to be late for an interview?

c) face to face

4 How would you give your workplace your new address?

d) by email

If you are completing this booklet on screen please give answer in the boxes below.

1. How would you fill in your application form?

2. how would you give your name to a receptionist when arriving for an interview?

3. how would you contact an employer if you were going to be late for an interview?

3. How would you give your workplace your new address?

## Task 2a (AC 2.1)

Identify **four** qualities needed to present yourself positively to prospective employers. Write in the boxes below.

1

2

3

4

## Task 2b (AC 2.2)

The learner must show on **two** occasions how to communicate positively with prospective employers.

<b>WITNESS STATEMENT</b>	
Learner's name:	
Example 1 What type of situation?	
Date:	Real / simulated
In what way did the learner communicate positively with prospective employers?	
Example 2 What type of situation?	
Date:	Real / simulated
In what way did the learner communicate positively with prospective employers?	
Any other comments?	
Name of witness:	
Signature of the witness: .....	
Details of witness: .....	

## Task 3a (AC 3.1)

You must complete a straightforward application form for a suitable job.

The application form **must** be legible and fit for purpose and **must** be included as evidence.

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)

You must complete a short personal statement that can be included with an application form.

It should be about you and your interests and achievements.

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

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



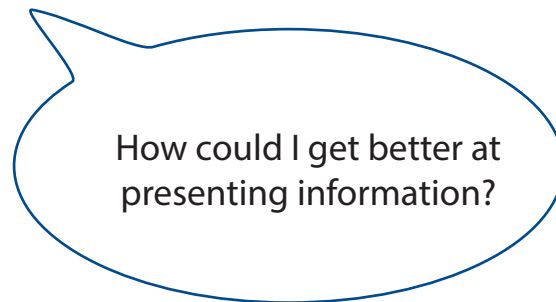
## Task 4 (AC 4.1)

The learner must show how to present evidence of **two** personal achievements.

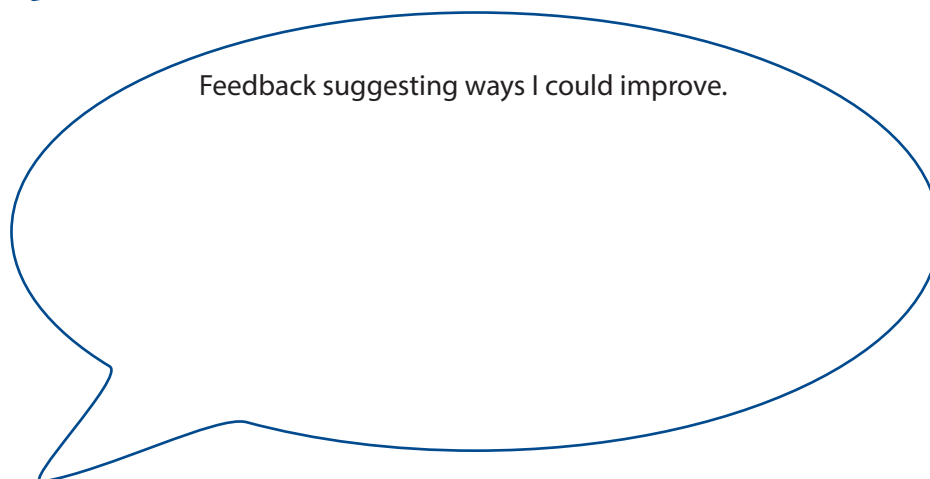
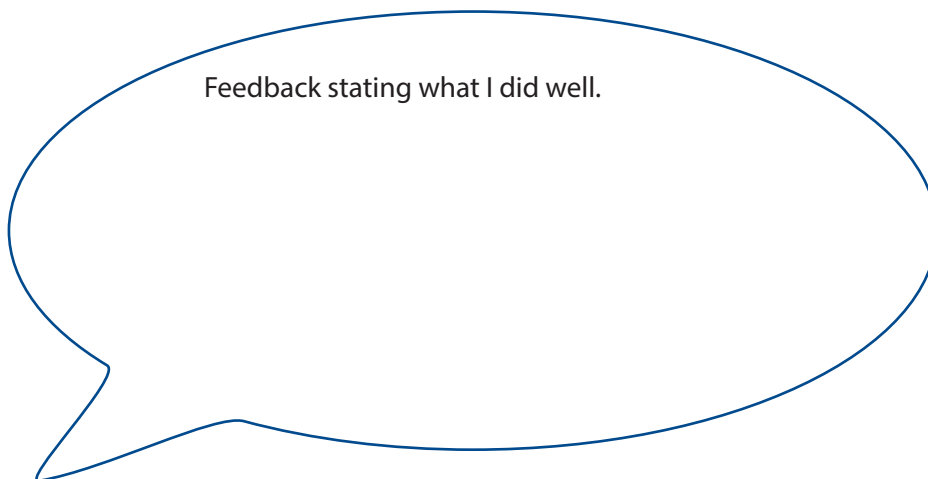
<b>Witness Statement</b> Learner's name:	
Date:	
How has the learner presented the evidence of their personal achievement?	VERBAL / VISUAL
What are the two personal achievements presented?	
1.	2.
Comments on the presentation:	
I confirm that the learner has presented at least two examples of evidence of their personal achievement.	
Signature of the witness: .....	
Details of witness: .....	

## Task 5a (AC 5.1)

You must ask questions to gather feedback about **one** strength and **one** area for improvement when presenting personal information.



**What feedback did you gather?**



## Task 5b (AC 5.2)

Identify **two** ways you can improve your presentation skills. Write in the boxes below.

I need to improve	How can I improve this?
1	1
2	2

I confirm that the candidate asked questions to gather feedback.

I confirm that the candidate asked for ideas on how to improve.

Signature of the witness:

Role/details of the witness:

**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 5: Provide personal information for employers Y/506/8971

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