



Evidence Booklet

OCR Award and Certificate in Employability Skills

10399/10400/10401/10402/10403/10404

Unit 3: Prepare for and learn from a job interview



Version 2

Evidence Booklet

Unit 3: Prepare for and learn from a job interview

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 3 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.

Alternative evidence guidelines are provided on Page 4.

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.

Alternative evidence should be securely attached to the evidence booklet. Alternative evidence guidelines are provided on Page 4.

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.

Alternative evidence guidelines.

Evidence Booklets have been designed to enable candidates to meet all the assessment criteria by successfully completing answers to questions and including a satisfactory Witness Statement for Task 4. However alternative evidence can reduce the amount of writing for a candidate (or scribe).

Examples of instructions that could be given to candidates include:

Task 1

Alternatively you may wish to attach a letter or email that contains this information. Don't forget to highlight the words that show that you know the answers to these questions.

Task 2

Alternatively you may wish to attach copies of information you have found out. Examples may include print outs, leaflets or letter/email received from the organisation. Don't forget to highlight the information that shows you know the answers to the question.

Alternatively your tutor may provide you with a list of skills or personal attributes – from which you can select those that are most relevant to this job.

Task 4

It is acceptable for the tutor to obtain a Witness Statement by telephone or email. In these circumstances the tutor should sign the Witness Statement on behalf of the Witness.

If it is not possible to obtain a Witness Statement for the actual interview – e.g. employer unwilling/unable to complete the form, a Witness Statement could be completed that relates to another real/simulated/mock interview.

Task 1 (AC 1.1 and 1.2)

Answer the questions below.

What job will you be interviewed for?	
Where will you be interviewed?	
What day (or date) is the interview?	
What time is the interview?	

What is the name of the organisation?	
What does the organisation do?	

Task 2 (AC 2.1)

Answer the questions below.

Where is the job?	
What is the main task of the job?	
What are the working hours?	

(AC 2.2)

Identify two skills or personal attributes needed to do this job	1:
	2:

Task 3 (AC 3.1)

Answer the questions below.

Question 1: When can you start the job?

Answer :

Question 2: Why would you be good at this job?

Answer :

(AC 3.2)

Write **two** questions that you could ask at the interview.

Question 1

Question 2

Task 4 (AC 4.1, 4.2)

WITNESS STATEMENT FOR INTERVIEW

Name of candidate: _____ Date of interview: _____

Job title: _____ Interview location: _____

Please indicate (✓) which of the following the candidate demonstrated at the interview.

Essential

- made a good first impression
- communicated appropriately/responded to questions

How these were achieved:

- dressed appropriately
- arrived on time
- introduced self
- shook hands
- sat down when asked
- listened to questions
- spoke clearly
- made eye contact
- showed positive body language
- asked relevant questions

Please give **one** example of what the candidate did well

Please identify **one** area for improvement

I confirm that this is a true and accurate record of this candidate's performance at interview

Witness Name: _____

Witness Signature: _____

Contact details of Witness: _____

Task 5 (AC 5.1, 5.2)

To show that you can learn from a job interview, answer the questions below.

<p>Identify one thing that went well at the interview</p>	<p>1:</p>
<p>Identify two improvements you could make for future interviews</p>	<p>1:</p> <p>2:</p>

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 3: Prepare for and learn from a job interview D/506/8969

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