



Evidence Booklet

OCR Award and Certificate in Employability Skills

10399/10400/10401/10402/10403/10404

Unit 12: Present personal information to employers



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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 12 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)

Identify **six** pieces of personal information that will be required by a prospective employer.

Write in the boxes below.

1

2

3

4

5

6

Task 1b (AC 1.2)

Identify **three** workplace situations in which personal information may need to be updated.

Situation 1:

.....

Situation 2:

.....

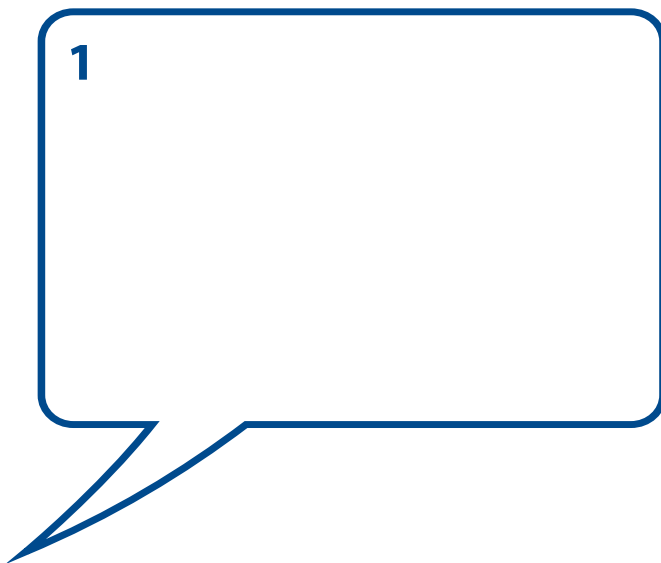
Situation 3:

.....

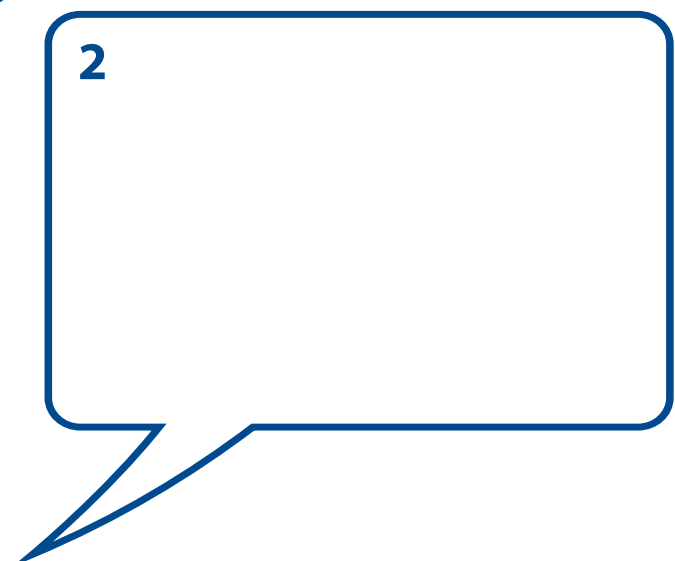
Task 1c (AC 1.3)

Identify **two** situations in which personal information should **not** be given out.

1



2



Task 2a (AC 2.1)

Learners must communicate personal information on **two** occasions in working life.

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

The tasks may be REAL or SIMULATED.

The evidence provided must evidence the **two** tasks and the **two** 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 name	
Date:	Real / simulated (circle or delete as appropriate)
What personal information was given?	
1	
2	
Any other comments?	
I confirm that:	Print name:
Signature of the witness:	Date of statement:

WITNESS STATEMENT – Task 2

Learner name

Date:

Real / simulated
(circle or delete as appropriate)

What personal information was given?

1

2

Any other comments?

I confirm that:

Print name:

Signature of the witness:

Date of statement:

Task 3a (AC 3.1)

Complete an application form for a potential 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)

Complete a short personal statement that can be included with a Curriculum Vitae (CV). It should be about you and your interests and achievements.

A copy of your 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 3c (AC 3.3)

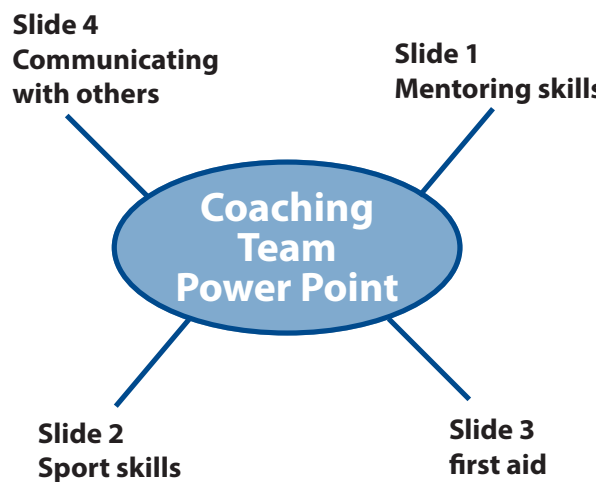
Produce a curriculum vitae (CV) that includes a personal statement.

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

Task 4a (AC 4.1)

Plan a presentation of your personal achievements, e.g.



The plan may be in note form, written or word processed or as a spidergram.

The evidence must show clearly how you plan to make your presentation of personal achievements.

I have planned a presentation of my personal achievements.	Please tick (✓)
The plan is attached to this evidence booklet.	

Task 4b (AC 4.2)

The learner must give a presentation of your personal achievements.

The presentation must include a minimum of **three** different achievements. It may form part of an exhibition, be in portfolio format or as a power point presentation.

WITNESS STATEMENT	
Learner's name:	
Date of presentation of evidence of achievement:	
Details of personal achievements presented	Format of evidence
1	
2	
3	
Please comment on the overall effectiveness of the evidence presented by the learner (eg folder with contents page, a logical order, word processed and/or clearly legible documents, relevance).	
Signature of the witness:	Print name:
Role of the witness:	

Task 5a (AC 5.1, 5.2)

Identify **three** of your own strengths when presenting your personal achievements.

Identify **two** areas that need improvement.

Complete the table below.

	My strengths	Area of improvement
Presenting evidence of personal achievements	1	1
	2	2
	3	optional

Task 5b (AC 5.3)

Request feedback from **two** different people on how to improve **two** different presentation skills.



Who did you ask?	What advice was given?
1	
2	

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 12: Present personal information to employers F/506/8978

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