

## Work Skills Induction Assignment Brief

<b>Qualification</b>	Work and Employability skills
<b>Unit number and title</b>	Induction Assignment
<b>Student Name</b>	
<b>Assignment title</b>	Investigating jobs and work experience opportunities
<b>Assessor</b>	GXW / AMP / JPW
<b>Issue date</b>	<b>28 Jun 17</b>
<b>Hand in deadline</b>	<b>5 Sep 17</b>

<b>Vocational Scenario or Context</b>	A very important skill is the ability to search for a job that suits you as an individual. This assignment will help you develop your skills to find an appropriate job that suits you and the skills you have.
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<b>Preparation</b>	<p>In this assignment you will undertake independent research to find at least two jobs that you think will suit you as an individual</p> <p>You will provide evidence that you have conducted in-depth research into your own skills and the skills/ qualifications need for each job role.</p> <p>You will then be required to investigate work experience opportunities in the local area.</p> <p>You need to design and complete a log of your research to help you in meeting the requirements of the assessment criteria.</p> <p>Make sure you are aware of all the different sources you can use to research for a job e.g. Internet, jobcentre, agencies, careers officers etc.</p> <p>Start thinking about what kind of job would suit you and which job you would be interested in researching e.g. sport related, travel and tourism, finance etc.</p>
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<b>Task 1</b>	<p>Describe the <b>advantages and the disadvantages</b> to potential job seekers of <b>three different sources of information</b> about employment opportunities (e.g. internet, job centre, agencies, advertisements in local papers etc.)</p> <p>You may wish to display your findings in a table and then write a short paragraph explaining why they are advantages or disadvantages.</p> <p>Then <b>choose two sources of information</b> for a particular job and, in a couple of paragraphs, explain why you have chosen these particular sources; What is good and negative about them?</p> <p>Using your chosen sources of information identify two potential jobs.</p>
<b>Checklist of evidence required for task 1</b>	<p><b>You need to complete a log of your research to help you in meeting the requirements of the assessment criteria.</b></p> <p>You need to include evidence of your search for potential job vacancies. This may include printouts of web-based research, copies of job advertisements, evidence of interviews with employment agencies, Connexions, a careers adviser or Jobcentre.</p>

<b>Criteria covered by this task:</b>	
Unit/Criteria reference	To achieve the criteria you must:
1.1	Describe the advantages and the disadvantages to potential job seekers of three different sources of information
1.2	Describe two sources of information, explaining why these particular sources are appropriate.
1.3	Identify two potential jobs.

<b>Task 2</b>	<p>Explain how your own personal qualities, skills, interests and achievements are linked to the two job roles you have identified in task1. Then in a couple of paragraphs explain:</p> <p><i>Why you feel that some roles were suitable?</i></p> <ul style="list-style-type: none"> <li>• for example it matched your skills;</li> <li>• located in a good geographical location.</li> </ul> <p><b>or</b></p> <p><i>Why do you feel that the job is unsuitable?</i></p> <ul style="list-style-type: none"> <li>• for example too far away;</li> <li>• unsociable hours;</li> <li>• salary not right;</li> <li>• too much travel required for the job role.</li> </ul>
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<b>Checklist of evidence required for task 2</b>	
<b>Criteria covered by this task:</b>	
Unit/Criteria reference	To achieve the criteria you must:
2.1	Provide a written explanation of why you have chosen your two 'ideal' jobs.

<b>Task 3</b>	Using a personal skills audit, <b>carry out a review of your own skills</b> to help you narrow down a suitable work experience placement based on the information you have collected about yourself and your personal requirements.
	You need to <b>include evidence of your search</b> for potential work experience vacancies. This may include printouts of web-based research, copies of job advertisements, evidence of interviews with employers/charity shops, a careers adviser or Jobcentre.  You need to <b>include evidence of contact</b> made with employers (either by telephone, letter or email) to request further information about work experience opportunities and vacancies, for example requesting an application pack or form, or, in cases where a relevant contact is given, to have an informal conversation about the job role
<b>Checklist of evidence required</b>	
<b>Criteria covered by this task:</b>	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
3.1	A skills audit
3.2	Evidence of suitable work experience placements
3.3	Evidence that you have made contact with possible work experience placements
<b>Sources of information to support you with this Assignment</b>	Sleaford Target; Sleaford Standard; Careers staff.
<b>Other assessment materials attached to this Assignment Brief</b>	<i>Skills Audit</i>