

## Entry Level Vocational Certificate

### Core Unit Assignment – Interview Skills – Entry 1

Learner's Name:	
Registration Number:	
<b>Learner's Declaration</b>	
I certify that the work submitted for this unit is my own:	
<b>Signed:</b>	<b>Date:</b>

THE FOLLOWING SECTIONS TO BE COMPLETED BY THE ASSESSOR

Centre Name:	
Centre Number:	

Please note that the assessor's signature below denotes confirmation that he / she has in no way influenced the outcome of the assessment.

Assessor's Name:	
Assessor's Signature	
Has the unit been Internally Verified?	Y / N

If the learner has had any assistance during the test, please state the nature of the assistance and who provided it.

TASK	Date completed
1	
2	
3	
4	
Unit Completed	

## Interview Skills – Entry 1

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This assignment enables you to demonstrate that you can:

- Say when interviews take place
- Know about the skills needed for interviews
- Take part in an interview

### Task 1

Talk to your tutor about times when you may need to go to an interview.

### Task 2

List the skills you will need to practise before going to an interview.

### Task 3

Describe your plan for preparing for the interview .

### Task 4

Take part in an interview .

**At the end of this assignment you must hand in:**

Task	Evidence
1	A record of your discussion about times for interviews
2	A record of your list of skills
3	A record of your plan of preparations
4	A record of your interview

## Interview Skills – Entry 1

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**FOR TUTOR GUIDANCE ONLY** – Not for Issue to the learner

Task	Assessment Guidance – the learner must
1	Show understanding of the need for interviews. List at least three occasions when an interview might be necessary.
2	Identify some of the personal skills necessary – eg speaking clearly, meeting/greeting/exit skills, talking about own attributes, answering personal questions, eye contact etc.
3	Understand the necessity for careful planning. Make a short plan including personal presentation, travel, and referring to some time scale.
4	Make some personal preparation and take part in an arranged short interview.

The above evidence will enable the learner to demonstrate that they can:

- say when interviews take place
- know about the skills needed for interviews
- understand the interview process
- behave appropriately during an interview