

Entry Level Vocational Certificate

Core Unit Assignment - Interview Skills – Entry 2

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

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	
5	
Unit Completed	

Interview Skills – Entry 2

This assignment enables you to demonstrate that you can:

- show that you understand the purpose of interviews
- identify the skills you need for interviews
- review your own performance at an interview

Task 1

Describe three occasions when a formal interview may take place.

Task 2

Produce a descriptive list of the skills needed for an interview.

Task 3

Produce a brief personal CV and your own plan of preparations for an interview with a list of the activities and time scale.

Task 4

Take part in the planned interview and discuss the general outcome with your tutor.

Task 5

Make a personal report of what went well with the interview, what skills were used and where improvements might be made.

At the end of this assignment you must hand in:

Task	Evidence
1	A description of three occasions when interviews take place
2	A list of skills needed during an interview
3	A personal CV and plan of preparations for an interview
4	A record of the formal interview
5	A personal report of the interview, skills used and improvements identified

Interview Skills – Entry 2

FOR TUTOR GUIDANCE ONLY – Not for Issue to the learner

Task	Assessment Guidance – a learner must
1	Show evidence that demonstrates an understanding of suitable occasions for formal interviews, giving three examples.
2	Show an ability to identify the necessary skills for an interview. A list of skills with a description or example of each item eg personal presentation, speaking, listening, asking questions etc.
3	Understand the basic format for a brief CV. Show an ability to identify and prioritise the preparatory steps necessary for an interview, eg personal presentation, travel, costs, time and date etc.
4	Produce a record of participation in a formal interview and a record (either tutor or learner) of exit discussion with tutor – how they felt etc.
5	Demonstrate an ability to identify skills used and evaluative responses related to outcomes – increased confidence, importance of preparation etc.

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

- Identify occasions when interviews take place
- Practise the skills needed for taking part in interviews
- Understand the importance of interviews
- Discuss an interview with others