

Entry Level Vocational Certificate

Core Unit Assignment – Introduction to Skills for Work – Entry 1

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|--|--------------|
| 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 | |
| Unit Completed | |

Introduction to Skills for Work – Entry 1

This assignment enables you to demonstrate that you can:

- Find out what skills are needed to go to work

Task 1

Talk to your tutor about the different jobs that people do.

Task 2

Ask two people you know questions about their jobs and tell your tutor about this. Say what similarities there are in the jobs.

Task 3

List the different skills that you need for different jobs. Say if there are any jobs that need the same skills. Say which skills you think are the most important.

At the end of this assignment you must hand in:

| Task | Evidence |
|------|---|
| 1 | A record of your discussion with your tutor |
| 2 | A record of your discussion with two people |
| 3 | A record of your findings |

Introduction to Skills for Work – Entry 1

FOR TUTOR GUIDANCE ONLY – Not for Issue to the learner

| Task | Assessment guidance – the learner must |
|------|---|
| 1 | Show an understanding of different types of jobs that people do. The different places where people work could include school, college, bank, shop, office, library, taxi or bus driver etc. A record of the different jobs in at least three places should be produced. |
| 2 | Identify appropriate questions to find out what it is like to go to work. Talk to two people that they know. Learner needs to relay to tutor the responses given. This could include wages, hours, holidays, uniform, travel. |
| 3 | Show an understanding of the general skills needed for most jobs. Consider a variety of different jobs (a minimum of five) and include skills such as punctuality, honesty, reliability, receiving and following instructions, getting on with others. |

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

- Learn how to collect information about jobs
- Understand how to identify things that are common in jobs
- Identify the skills that are important for work