

Entry Level Vocational Certificate

Core Unit Assignment - Introduction to Skills for Work – Entry 3

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	

Introduction to Skills for Work – Entry 3

This assignment enables you to demonstrate that you can:

- Investigate local job availability
- Identify the qualities and skills you may need to work in them.

Task 1

Make a list of the different places that you can find information about jobs. Identify the sources that provide jobs that would be the most appropriate for you.

Task 2

Identify the requirements that are common to most jobs.

Task 3

Describe the range of skills that may be required in the workplace.

Task 4

From a range of workplaces, identify various jobs that require different skills, e.g. practical, research, ICT, teamwork etc.

Task 5

Choose a job that interests you and identify the skills that are needed for it. Match your own skills to those required and say which you may need to develop further. Present your findings to others.

At the end of this assignment you must hand in:

Task	Evidence
1	A list of a range of different places with notes
2	A descriptive list of requirements.
3	A descriptive list of skills for the workplace
4	A table to show your findings
5	Appropriate presentation materials

Introduction to Skills for Work – Entry 3

FOR TUTOR GUIDANCE ONLY – Not for Issue to the learner

Task	Assessment Guidance – a learner must
1	Show evidence of a range of job sources and choose two which offer jobs appropriate to their own ability.
2	Produce a list of common requirements, to include punctuality, trustworthiness, ICT, communication skills, numeracy, etc.
3	Show evidence of understanding of workplace skills, e.g. practical, study skills, ICT, caring, communicating,
4	Identify at least three different workplaces and be able to compare different skills required in a variety of jobs.
5	Understand different skills required for a chosen job and match own skills to those needed. Identify skills to be developed. The presentation may be verbal/reported, poster etc.

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

- Find out information about jobs
- Identify skills that are common in jobs
- Investigate the skills that are important for any workplace
- Understand their own skills and compare current skills with those required in the workplace