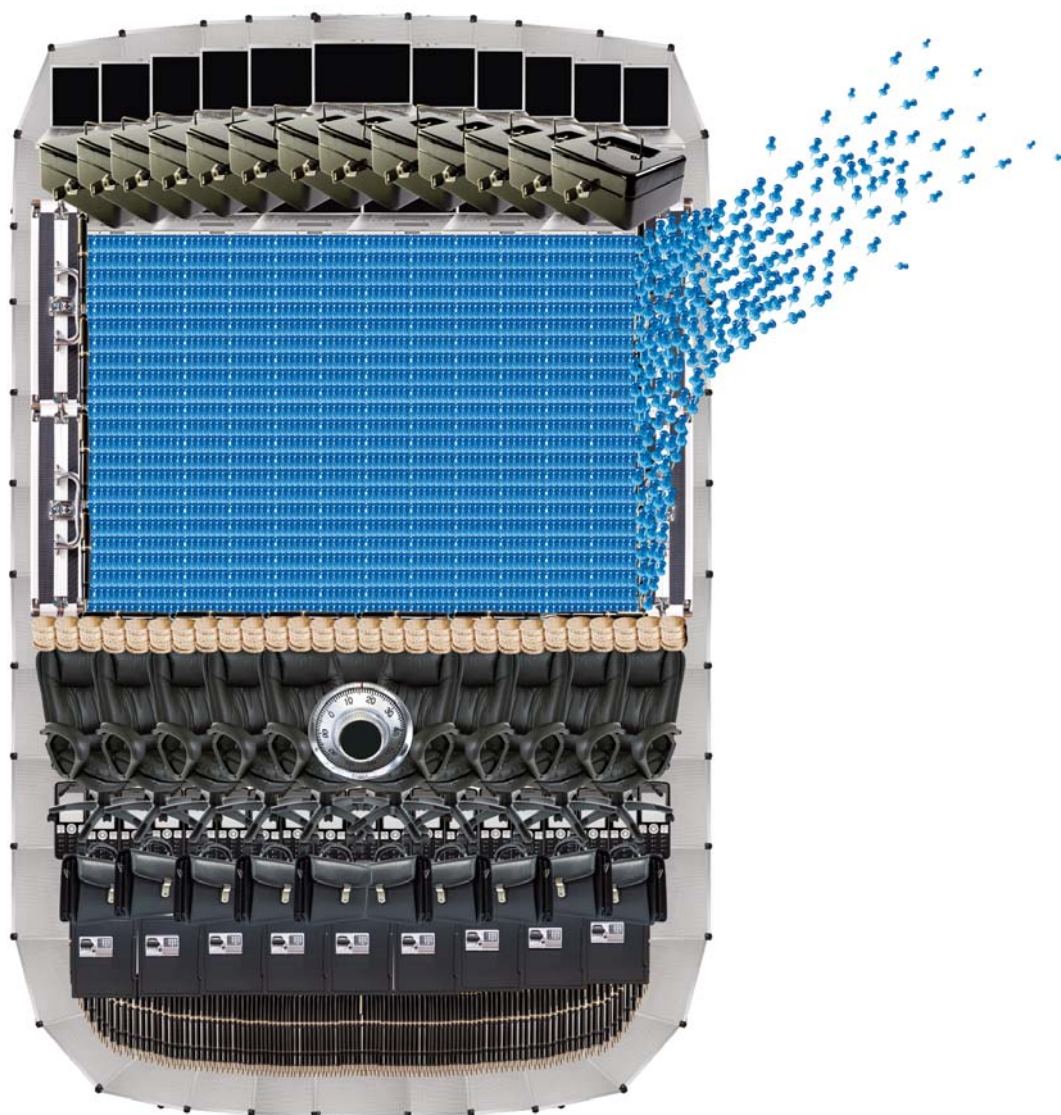


INFORMATION FOR TEACHERS

UNIT 7 - SUCCESS AT WORK



Sample assessment material - information for teachers

This assignment is provided as an example only. Consortia should produce their own assessments in line with the assessment section of the unit, based on their local delivery circumstances.

Overview

Learners will undertake an investigation into their career plan. During the assessment they will produce a personal development plan for their chosen employment or further study and a budget. In addition learners will take part in a job interview. They will receive an observation form and feedback from the interviewer, which will help the learner evaluate the interview.

Time

The assessment will take approximately 5 of the 60 guided learning hours available for this unit.

Resources

Learners will need:

- Links to websites which will help them to investigate their selected careers or further study.
- Templates for CVs and covering letters
- A spreadsheet proforma for their financial plans.

Supervision

Learners will need to be supervised during the writing up of tasks one, two and three and during the career interview.

Collaboration

This assignment will be completed individually.

Roles

The teacher will act as the interviewer during the career interviews and will assess each of the interviews.

Marking

Please note that the descriptions in this marking grid relate to the top of each band. Further guidance on using marking grids is available in the assessment section of the specification.

Learning outcomes	Band 1	Band 2	Band 3
	The learner has:		
	0 to 5 marks	6 to 10 marks	11 to 15 marks
1 Understand the financial benefits of employment and the requirements to secure and retain employment	Explained the basic features of personal income and taxation, attempting to link them to chosen area of employment.	Explained the essential features of personal income and taxation, linking them to chosen area of employment.	Offered a detailed explanation of features of personal income and taxation, linking them accurately to chosen area of employment.
	Offered a limited explanation of the skills, personal attributes, attitudes and knowledge required to secure and retain employment.	Offered an accurate explanation of the skills, personal attributes, attitudes and knowledge required to secure and retain employment.	Explained how required skills, personal attributes, attitudes and knowledge contribute to securing and retaining employment.
	0 to 5 marks	6 to 10 marks	11 to 15 marks
2 Be able to research information on personal financial requirements	Conducted limited research into the main types of financial service required for their own future, attempting to make links between their own aspirations and the financial services.	Researched the main types of financial service required for their own future, making links between their own aspirations and the financial services.	Researched the main types of financial service required for their own future, acknowledging the risks and rewards of different ones, making strong and relevant links between their own aspirations and the financial services.
	Selected a mix of financial products and services to support a plan for their own future, with some understanding of the consequences of decisions.	Selected a largely appropriate mix of financial products and services to support a plan for their own future, showing understanding of the consequences of decisions.	Selected an appropriate mix of financial products and services to support a plan for their own future, showing an understanding of the consequences of decisions and an awareness of their own attitudes to money and risk.
	0 to 5 marks	6 to 10 marks	11 to 15 marks
3 Be able to prepare for and take part in an interview for a job	Prepared limited information for a job application and participation in an interview.	Prepared appropriate information for a job application and participation in an interview.	Prepared comprehensive and relevant information for a job application and participation in an interview.
	Took part in an interview, showing basic understanding of the role and of interview skills.	Dressed and behaved appropriately in an interview, showing an understanding of the role.	Dressed and behaved appropriately in an interview, showing confidence, persuasiveness, and understanding of the role.
	Accurately identified aspects of own performance as a job applicant, including some achievements and opportunities.	Accurately analysed own performance as a job applicant, including achievements and opportunities for future improvement.	Accurately identified skills gaps based on a comprehensive analysis of own performance as a job applicant, including achievements as well as useful and realistic opportunities for future improvement.

	0 to 5 marks	6 to 10 marks	11 to 15 marks
4 Be able to plan to achieve own career goals	Demonstrated elements of a relevant career plan, including some steps.	Demonstrated a relevant career plan, showing some self-awareness and breaking elements down into manageable steps.	Demonstrated a detailed and relevant career plan, showing self-awareness and breaking elements down into manageable and logical steps.
	Demonstrated aspects of a relevant personal budget to assist in achieving their career goals.	Demonstrated a relevant personal budget, planning how to organise financial resources to assist in achieving their career goals.	Demonstrated a relevant and appropriately detailed personal budget, planning how to organise financial resources to maximise benefits and assist in achieving their career goals.

Sample assessment material – information for learners

Assignment overview

This assignment is made up of three tasks based on helping you to achieve your career goals. You will produce a careers guidance booklet, a CV, a reflective account and a career development plan. In addition to presenting this written work you will also need to take part in a job interview. You will need internet access for research into the businesses.

Time

You will have 5 hours to complete the written aspects of this assessment.

Roles

Your teacher will interview you for a job in task two of this assignment and will mark your work.

Assignment Brief

Planning for my future Career or Further Education

The purpose of this assignment is to allow you to apply what you have learnt about careers and financial planning so that you can develop a personal development and financial plan for you to achieve success in finding the job that you want to achieve.

This will involve:

- Showing that you understand the personal skills required in and the financial benefits of employment and how this will relate to your chosen career. You will do this through producing a guidance booklet targeted at people who are new to job seeking and who want to get a job in the career you have chosen to explore.
- Researching information on personal financial requirements and selecting financial products and services that would be suitable for someone trying to get a job in the career you have chosen to explore. You will also include this in the guidance booklet that you are producing.
- Preparing for and taking part in a job interview. This will give you the opportunity to collect all the information you need for applying for a job, getting experience of a job interview and working out where you went wrong or any skills gaps you might have. You will demonstrate this through producing a personal development plan and taking part in a job interview.
- Demonstrating that you are able plan to achieve your own career goals. You will do this by producing a personal development plan that includes a financial plan.

Tasks

1. You will produce a careers guidance booklet targeted at someone your age who wants a job in the career you have chosen. In this booklet you will include:
 - An explanation of how required skills, personal attributes, attitudes and knowledge contribute to securing and retaining employment for your chosen career.
 - A detailed explanation of the features of personal income and taxation, linked to your chosen career. You should include relevant calculations of income and tax where possible as examples.
 - The results of your research into the main types of financial products and services required for someone your age who wants the same type of job as your chosen career. You will also select an appropriate mix of financial products and services to support a personal development plan for your chosen career. The plan should show an awareness and understanding of the consequences of this mix of products and services and take accounts of attitudes to money and risk.

2. You will prepare for and take part in a job interview.

Your preparation will include:

- Researching the job requirements
- Preparing a CV

During your interview you will need to:

- Dress and behave appropriately,
- Show confidence, persuasiveness and understanding of the job role.

After your interview your interviewer will provide you with an observation sheet giving you feedback on your performance that you can use to help you produce a one page document which:

- Accurately identifies your skills gaps based on an analysis of your own performance as a job applicant
- Identifies your achievements and opportunities for further development.

3. Produce a detailed personal development plan which:
 - Shows self awareness,
 - Breaks the elements of the plan into manageable and logical steps.
 - Includes a relevant personal budget showing how best to organise financial resources to benefit and assist in achieving your career goals.