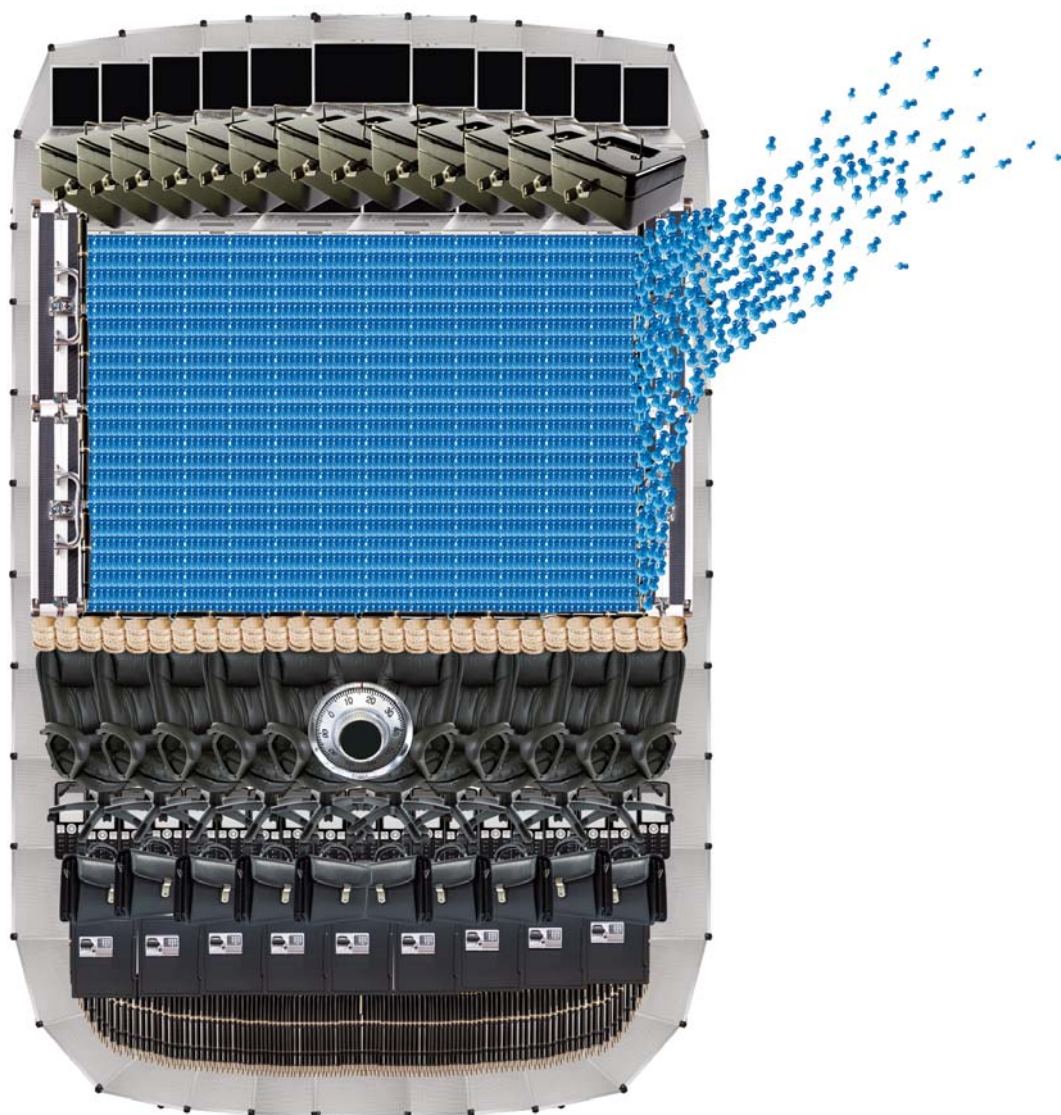


## INFORMATION FOR TEACHERS

### UNIT 8 - PLANNING FOR MY CAREER AND FINANCIAL SUCCESS



## Unit 8    Level 3

### 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

The planning for my career and financial success unit helps learners plan how to achieve and finance their chosen career pathway. It is aimed at helping learners prepare to meet the requirements of their choice of career, and provides opportunity for practical application throughout.

#### Time

This unit has 90 GLH assigned, of which 10 hours will be needed for completing the assessment write-up. It is envisaged that no more than 45 minutes will be allocated for the practical interview exercise within this assessment time, including time for questions.

This iSAM requires learners to complete the following tasks:

- Task 1 - Explore potential career options
- Task 2 – Investigate financial products and services
- Task 3 – Prepare for future employment
- Task 4 - Produce a Career Plan
- Task 5 – Carry out a practical interview
- Task 6 - Review your career plan

#### RESOURCES

Please refer to the Unit 8 resources which provide a range of opportunities for learners to gain information required by learners when building assessment evidence for Unit 8. This is not exhaustive. Learners should be provided with sufficient time to develop an understanding of career opportunities, recruitment practices and financial products and services prior to them using them in context to complete the tasks within the assignment brief.

#### SUPERVISION

Teacher guidance will play a vital role in learners successfully completing this unit. The choice of the linked work experience placement needs to be considered against the learning outcomes of this unit. Teachers should ensure that the activities are practical and provide sufficient opportunities for learners to demonstrate their understanding of the key concepts covered by Unit 8. The interview may be for work or further study and should ideally be for a real purpose, but can be simulated. Interviews with learners should be conducted with employers or teachers in the role of interviewer. If employers take this role, then the teacher should be present or the interview filmed in order for the teacher to assess at a later date.

#### Collaboration

Learners have opportunity to develop skills and knowledge through a range of investigations and research. These could be done collaboratively as part of a team. All the reflections, presentations and write ups will be individual. It is this evidence that will be used by assessors when making assessment decisions.

## Marking

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

Learning outcomes	Band 1	Band 2	Band 3
	The learner has:		
	0 to 4 to marks	5 to 8 marks	9 to 12 marks
1 Understand the importance and financial benefits of career planning	Illustrated the required skills, knowledge, personal attributes and attitudes of their chosen pathway.	Illustrated, using realistic examples, the required skills, knowledge, personal attributes and attitudes of their chosen pathway.	Illustrated, using realistic and detailed examples, the required skills, knowledge, personal attributes and attitudes of their chosen pathway.
	Illustrated aspects of the likely key financial decisions associated with his/her chosen career pathway.	Illustrated, using realistic examples, features of the likely key financial decisions associated with his/her chosen career pathway.	Illustrated, using realistic and detailed examples, features of the key financial decisions associated with his/her chosen career pathway.
	0 to 4 to marks	5 to 8 marks	9 to 12 marks
2 Know the processes used by business for recruitment and how to apply for a job and prepare for an interview	Described, in basic terms, common recruitment processes and the purpose of job descriptions and person specifications.	Offered a generally accurate description of common recruitment processes and the purpose of job descriptions and person specifications.	Offered an accurate and comprehensive description of common recruitment processes and the purpose of job descriptions and person specifications.
	Described, in basic terms, how to produce an appropriate CV, covering letter and application form.	Described how to produce an appropriate CV, covering letter and application form, relating this to a specific job.	Described how to produce an appropriate CV, covering letter and application form, relating this to a specific job, in clear enough terms that somebody else could follow their instructions.
	Described techniques for interviews and interview preparation, some of which are efficient.	Described generally efficient techniques for interviews and interview preparation	Described efficient techniques for interviews and interview preparation.
	0 to 5 marks	6 to 10 marks	11 to 15 marks
3 Know the financial products and services available to support personal career development	Identified, with limited accuracy, financial services and products required by their chosen career pathway.	Identified generally appropriate financial services and products required by their chosen career pathway.	Identified appropriate financial services and products required by their chosen career pathway
	Described, with limited accuracy, the purpose and features of different financial products, and the advantages and disadvantages of purchasing financial products in general on the internet.	Offered a generally accurate description of the purpose and features of different financial products, and the advantages and disadvantages of purchasing these on the internet.	Offered a detailed and highly accurate description of the purpose and features of different financial products, and the advantages and disadvantages of purchasing specific products on the internet.

	0 to 8 marks	9 to 16 marks	17 to 24 marks
4 Be able to assess their own skills and development requirements and evaluate potential career choices	Accurately identified own skills gaps in relation to their chosen career pathway.	Accurately analysed own skills gaps in relation to their chosen career pathway.	Accurately identified own skills gaps in relation to their chosen career pathway based on a comprehensive analysis of own performance in working environments
	Undertaken a limited assessment of financial services and products required by their chosen career pathway.	Assessed the suitability of financial services and products required by their chosen pathway based on a general comparison of costs and benefits	Assessed the suitability of financial services and products based on a detailed comparison of cost and benefits.
	Completed aspects of a personal risk and reward assessment within their career route.	Completed a relevant personal risk and reward assessment within their career route.	Completed a relevant and appropriately detailed personal risk and reward assessment within their career route.
	0 to 9 marks	10 to 18 marks	19 to 27 marks
5 Be able to develop a plan to achieve own career goals and use this effectively in an interview for a job	Completed elements of a plan to achieve progression within their chosen career pathway.	Completed a relevant plan to achieve progression within their chosen career pathway.	Completed a relevant and coherent plan to achieve progression within their chosen career pathway.
	Taken part in an interview as interviewee.	Taken part in an interview, demonstrating appropriate conduct, giving a case for why they should get the position.	Taken part in an interview, demonstrating effective preparation and appropriate conduct throughout, giving a persuasive case for why they should get the position.

## **SAMPLE ASSESSMENT MATERIAL – INFORMATION FOR LEARNERS**

### **ASSIGNMENT OVERVIEW**

In this assignment, you will be investigating and clarifying possible career and study routes relevant to your own skills, abilities and interests, and to understand the financial needs, risks and rewards of your chosen career path. It helps to prepare you to develop appropriate skills including effective participation in interview situations and plan appropriately for your future career choice.

### **Time**

You will have 10 hours to write up this assignment. You will complete six tasks and should spend a maximum of 45 minutes on the practical interview including time for questions.

### **Assignment brief/tasks**

You will:

#### **Explore potential career options (task 1)**

You will research a range of potential career options, selecting a suitable option for you and establishing which route you may take to obtain employment in your chosen pathway, considering your financial needs during this time. You will individually prepare and carry out a presentation based on these findings.

#### **Investigate financial products and services (task 2)**

Having researched a career idea, in a team, you will need to investigate a range of financial services and products which may be available to support you at key points in your life. You will consider the risks of these products and services and conduct a class debate on the advantages and disadvantages of purchasing specific products on the internet. Individually you will write up a 'best buy' guide based on your findings and select suitable financial products and services to meet your individual financial requirements.

#### **Prepare for future employment (task 3)**

In your team, you can then start your preparations for employment by researching people issues in work, including statutory and contractual rights and responsibilities between employer and employee in work. You will also examine the role of performance management and common recruitment processes used by businesses.

To prepare for future employment, you will individually produce a training pack to describe the common recruitment processes within business.

You will also provide instructions and guidance to others on completion of appropriate application documentation and interview procedures for a specific post.

#### **Produce a Career Plan (task 4)**

From your research you will individually prepare your own career plan and a relevant, associated financial plan in order to progress in your chosen career pathway.

#### **Carry out a practical interview (task 5)**

You will participate in a practical exercise completing relevant application documentation and participating in an interview for a selected job or your work experience placement.

#### **Review your career plan (task 6)**

By reviewing your performance, you can then review your personal career plan highlighting areas you still need to develop and improve in the future.

### **Task 1**

#### **Explore potential career options (LO1)**

Produce a presentation with supporting notes, for **one** suitable career option which clearly illustrates the type of work involved and examines the characteristics required.

Your presentation should include an analysis of the route you intend to follow to pursue this career, specifically detailing the key financial decisions you would have throughout this period of time.

### **Task 2**

#### **Investigate financial products and services (LO3)**

From your personal financial requirements, produce a 'best buy' guide of different financial products and services, considering the advantages and disadvantages of purchasing specific products on the internet.

Using an electronic spreadsheet, produce comparison tables and ranking tables to select and justify which of these products and services would meet your individual requirements and future needs.

### **Task 3**

#### **Prepare for future employment (LO2)**

You are required to produce a 'training pack' for new employees in the Human Resource Recruitment Division of a local company which provides a comprehensive description of common recruitment processes and the purpose of job descriptions and person specifications.

For a selected job, provide instructions and guidance to another person clearly describing:

- ◆ how they can produce an appropriate CV, covering letter and application form for this post
- ◆ how to prepare for interviews including preparation of an interview checklist.

### **Task 4**

#### **Produce a Career Plan (LO4, L05)**

Using a suitable electronic format, produce a relevant and coherent career plan to achieve progression within your chosen pathway.

Your plan will include:

- ◆ Skill gap analysis
- ◆ Realistic goals with timescales
- ◆ Personal financial plan
- ◆ A personal risk and reward assessment.

### **Task 5 (LO5)**

#### **Carry out a practical interview**

For a selected job or for your work placement, complete a covering letter, application form and CV. In preparation for your interview, produce an interview checklist. You must participate in an interview as interviewee.

Following your interview, complete a Review Form (no more than two A4 sides) in which you analyse your own performance as a job applicant and of your completed recruitment documentation.

### **Task 6 (LO5)**

#### **Review your career plan**

Following a period of work experience, produce a report (no more than 3 A4 sides) which evaluates

- ◆ your own performance in work
- ◆ realistic skills or experience you still have to develop in preparation for your future.