

**Assignment 5 Cover Sheet**

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| **Course:** |  |
| **Awarding Body:** |  |
| **Academic Year:** |  |
| **Learner Name:** |  |
| **Tutor’s Name:** |  |
| **Unit/Module:** |  |
| **Assignment Number:** |  |
| **Submission Date:** |  |

Learners must sign here …………………… and date ……………….. to show they have read and understood Medway Adult Education’s Plagiarism Policy and agree the content in this submission must be their own work.

**Reminder:** Any ideas, concepts or information obtained from other sources must be clearly referenced using quotation marks and hyperlinks to the original source.

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| Learning outcome  | Pass |
| 1 The learner will: 1. Understand how to find out information about the recruiting organisation  |  |
| The learner can: 1.1 Identify who to contact to find out information about the job they are applying for  |  |
| 1.2 Identify the additional information they need to help them with their interview  |  |
| Learning outcome 2 The learner will: 2. Be able to prepare for an interview |  |
| The learner can: 2.1 Identify appropriate clothing to wear to the interview |  |
| 2.2 Prepare for potential questions that an interviewer might ask at the interview and that they might want to ask |  |
| 2.3 Give examples of appropriate speaking and listening skills they will need to demonstrate during the interview |  |
| 2.4 Practise speaking and listening skills for their interview with an appropriate person |  |