Entry Level Award in Employability Skills (Entry 3) (601/4678/3)

**Please complete this sheet, if you have started your own, that is fine. Check you have covered all the criteria.**

Unit 30 – Job and Training Skills

Learning outcome 1 The learner will:

Understand where and how to search for jobs

1. The learner can:
   1. State 2 possible sources of job vacancies and screen shot an example of a job opportunity that might suit you from one of the sources. Annotate how it suits you (experience etc).
   2. Identify who is able to help you to find work or training in your area i.e. Where you live and the sort of job you are looking for. Are there local organisations that help?
   3. Provide an example of a job vacancy or training opportunity that interests you that has been found by using one of the support networks and acting on the advice and guidance given. Screen shot a job vacancy or training opportunity and annotate it to say what advice/guidance has been given and where you found the job. This may be the same job as 1.1, or may be a training opportunity e.g. from MAE.

1.4 State how ready you are to apply for this type of opportunity, have you the experience/skills/education/CV/Interview skills needed?

1.5 State what you could do to improve your chances of being successful if you apply for this type of opportunity. Do you need to brush up on your skills? Do you need more training? Do you need to look at your transferable skills? Have you the right mindset?