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**Tracking sheet – Career Planning**

With the high demand for jobs, learners need to be aware of where to search for suitable jobs and how to best present themselves through their CVs, applications, or at an interview.

The aim of this unit is to give learners a better understanding of the jobs market and equip them with skills and knowledge to embrace social media to support their searches, job applications and interviews.  It is an opportunity for learners to think about careers they may wish to pursue, and reflect upon the training, education and experience required to enter that profession.

**Level 2**

**Learner name Centre name**

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| **To do this you must** | **Evidence location** |
| 1. Be able to recognise suitable jobs or training opportunities | |
| * 1. Give examples of sources of information about career options |  |
| * 1. Give examples of career options relevant to own skills and interests |  |
| * 1. Describe advantages and disadvantages of the identified career options |  |
| * 1. Describe the skills and qualities required for the identified career options |  |
| * 1. Outline the possible steps needed to reach one of your career options |  |
| * 1. Identify job vacancies or training opportunities relevant to chosen career option |  |
| 1. Understand how to apply for jobs or training opportunities | |
| * 1. State different methods of applying for jobs |  |
| * 1. Produce a CV which highlights own skills, experience and achievements |  |
| * 1. Produce a covering letter for a specific job role |  |
| * 1. Complete an application to an appropriate standard for submission |  |
| 1. Be able to take part in an interview | |
| * 1. Describe what to consider when preparing for an interview |  |
| * 1. Explain how to create a good impression at an interview |  |
| * 1. Prepare responses to potential interview questions |  |
| * 1. Give examples of questions you might pose at interview |  |
| * 1. Obtain feedback on own performance in a real or simulated interview |  |
| * 1. Review own performance at interview to identify personal strengths and areas for improvement |  |
| **Assessor feedback** | |
|  | |
| **Assessor declaration** I confirm that the details above are correct, that the evidence submitted is the learner’s own work and that the learner meets all the requirements for the unit: | |
| Learner Name Assessor Name  Learner Signature Assessor Signature  Date Date | |