

**Tracking sheet –** Career Planning

The aim of this unit is to give the learner an understanding of the job search, application and interview process in order to equip them with the skills necessary to progress onto a sustainable job/training opportunity that is suited to their interests. It is an opportunity for learners to think about careers they may wish to pursue, and reflect upon the training, education and experience required in that profession.

With the high demand for jobs, learners need to be aware of where to search for suitable jobs and how to best present themselves both, using their CVs or applications, and in person when they get to the interview.

**SCQF Level 3**

**Learner name**  **Centre name**

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| **To do this you must** | **Page number** | **Assessment date** |
| 1. Be able to recognise suitable jobs or training opportunities. | | |
| 1.1 Identify sources of careers advice and guidance |  |  |
| 1.2 Give an example of a career option relevant to own interests |  |  |
| 1.3 Outline likely tasks that you would undertake in this career option |  |  |
| 1. Understand how to apply for jobs or training opportunities | | |
| 2.1 Complete an application form |  |  |
| 1. Know how to prepare for an interview | | |
| 3.1 Identify appropriate behaviour and clothing for an interview |  |  |
| 3.2 Identify questions that you may be asked in an interview |  |  |
| 3.3 Prepare responses to potential interview questions |  |  |
| **Assessor feedback** | | |
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| **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 | | |