

Level 2 Unit WS1: Completing a Job Application form

Teacher guidance notes:

These learning outcomes aim to help students complete a simple job application form by collecting the information needed for the application form, researching the role and company, describing what will be needed to complete a job application, and completing a job application form. To assess these learning outcomes, you can use a variety of methods, such as written or oral tests, presentations, demonstrations, or portfolios. For each learning outcome, you can use the following guidance:

1.1 Collect the information needed for the application form

This outcome helps students to collect the information needed for the application form and to organize it in a clear and accessible way. You can ask students to identify the information that is typically required or requested for a job application form (e.g., personal details, education, work experience, skills, references, etc.) and to gather the relevant documents or evidence that support their information (e.g., certificates, diplomas, CVs, letters of recommendation, etc.). You can also ask students to check the accuracy and completeness of their information and to update it if necessary.

1.2 Research the role and company

This outcome helps students to research the role and company that they are applying for and to demonstrate their interest and suitability for the position. You can ask students to use different sources (e.g., websites, brochures, social media, etc.) to find out more about the role and company (e.g., their mission, vision, values, products, services, culture, etc.) and to identify the key skills and qualities that they are looking for in a candidate. You can also ask students to explain why they are interested in working for the company and how they match the role requirements.

1.3 Describe what will be needed to complete a job application

This outcome helps students to describe what will be needed to complete a job application and to plan their time and resources accordingly. You can ask students to describe the steps or stages that are involved in completing a job application (e.g., filling in the form, attaching documents or evidence, writing a cover letter, etc.) and the time or deadlines that they have to meet. You can also ask students to describe the tools or equipment that they will need or use to complete a job application (e.g., computer, internet connection).

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