



## Assignment Brief

# Level 2 Employability Skills: Making the Move to Work

### General overview

The assessment for this award is an *assignment*, which takes the form of a **Curriculum Vitae, Job Application Form and a covering email**, which have been prepared in relation to a specific job vacancy. Look for jobs that are appropriate for your skillset and select one that enables you to demonstrate all the assessment criteria to the best of your ability; you may find jobs in any number of places, e.g. online job sites or agencies, company websites, newspapers, trade journals, or even a card on a noticeboard, but make sure you can obtain the supporting documents you need to support your application.

In real life, it is unlikely that you would submit both a CV and an Application Form, but both are required for the purpose of this assessment, so that the information you provide within the Application Form can be checked against your CV. Please use the appended template as your Application Form, albeit in real life the organisation is likely to ask you to complete the one they supply.

Your CV, completed Job Application Form and accompanying email will be first-marked by your centre and then submitted to ABE for moderation, and your grade will then be awarded by ABE.

The content of a Job Application Form, using the attached template, should relate to the job you have selected. For all tasks follow word counting guidance. Anything above +10% will not be marked.

**NOTE:** Learners should include either a copy of the Job Advert/Description or Person Specification as supporting documents to their assignment as the examiner will use these for information.

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### Assignment tasks (maximum marks: 100)

For a specific job role:

Task 1	10 marks 200 words	Carry out desk research into the organisation that has advertised the role you are applying for and summarise the information.
Task 2	30 marks 800 words	Write your Curriculum Vitae that includes a Personal Profile statement adapted for the role you are applying for.
Task 3	40 marks 600 words	Using the template provided, complete the Job Application Form for the role you are applying for, demonstrating your suitability for the job in terms of employability.
Task 4	20 marks 400 words	Write a covering email to the HR Manager to support your Application Form, that highlights why you think you are well-suited to the role and how you could add value to the organisation.