



Mark Scheme - Assignment

Level 2 Employability Skills: Making the Move to Work

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.

Task 1 – 200 words

Carry out desk research into the organisation that has advertised the role you are applying for and summarise the information.

Task	Indicative Content	Total
1	<p>Answers should discuss the range of facts and figures about the organisation that has advertised the job including, for example:</p> <ul style="list-style-type: none"> • size and nature of business, • products/services, • markets that it serves, • nature of competition • how the role relates to specific aspects of the business. <p>The list above is not exhaustive. Other relevant points should also be rewarded.</p> <p>A basic Pass would include:</p> <ul style="list-style-type: none"> • A clear identification of a range of the facts and figures as above as listed bullet points with little but some explanation of each • Demonstrate a limited but acceptable understanding what the data indicates • Some rudimentary discussion of how the information may be collected <p>A better answer would include:</p> <ul style="list-style-type: none"> • A good structured answer • A strong identification and understanding of facts and figures with some explanation about each • Some discussion about why this information is important for preparation for a job application 	10
Mark Allocation Guidance		
<p>Up to 6 marks can be awarded for an identification of a range of relevant facts and figures. If each point is discussed fully, 2 additional marks can be allocated up to a maximum of 8 marks.</p> <p>A further 2 marks can be awarded if the information is discussed and applied to the correct context of the job.</p>		

Task 2 – 800 words

Write your Curriculum Vitae that includes a Personal Profile statement adapted for the role you are applying for.

Task	Indicative Content	Total
2	<p>The answer will be a detailed CV which will include:</p> <ul style="list-style-type: none"> • Content - name, contact information, personal profile, education, experience, interests • Personal profile – engaging summary of experience and personal qualities/characteristics • Demonstrating good format – clear, logical, chronological, uncluttered, professional <p>A basic Pass answer would include:</p> <ul style="list-style-type: none"> • Content: most key elements are present and the information is clearly presented with inclusion of some employability skills • Personal Profile: the profile is a reasonable summary of the candidate’s experience and/or shows some individuality • Format: formatting is coherent with some white space and does not exceed two pages <p>A better answer would include:</p> <ul style="list-style-type: none"> • Content: all elements are included and presented coherently and with clarity including good reference to employability skills • Personal profile is a succinct summary of the candidate’s experience and demonstrates individuality and is very persuasive • Format: the content is well formatted, using appropriate white space and presented in a logical, progressive way that does not exceed two pages, with no spelling mistakes or grammatical issues. 	30
Mark Allocation Guidance		
<p>Content (max 10 marks) - up to 6 marks can be allocated for the correct and accurate content of the CV. A further four marks can be gained for a demonstration of good referencing to employability skills.</p>		
<p>Personal Profile (max 10 marks) – up to 6 marks can be allocated for good explanation of personal and relevant experiences. Up to a further 4 marks can be allocated if the profile is applied well to the job and is very persuasive.</p>		
<p>Format (max 10 marks) – up to 6 marks can be allocated for a well presented CV, demonstrating all elements required. A further 4 marks can be allocated to CVs which are very professional, designed particularly well (and perhaps creative for the job in question), with no spelling or grammatical issues.</p>		

Task 3 – 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	Indicative Content	Total
3	<p>The candidate will complete the application template for the job and will demonstrate the following:</p> <ul style="list-style-type: none"> • Accuracy of information included in application form in relation to CV • Presentation of information within Application Form • Ability to use skillset, demonstrate employability and promote self in responding to other questions in relation to job applied for <p>A basic Pass answer would demonstrate:</p> <ul style="list-style-type: none"> • Accuracy: most elements of the CV are present with inclusion of some employability skills • Presentation - the information is clearly presented with all the sections completed with relevant information • Application of skillset and self-promotion – some responses may be generic rather than related to job applied for but generally show application of skillset in terms of employability and in relation to role applied for and would be acceptable in a real situation <p>A better answer will include:</p> <ul style="list-style-type: none"> • Accuracy - all elements of CV are included and will demonstrate good reference to employability skills • Presentation - the information is presented coherently and with clarity including strong reference to employability skills • Application of skillset and self-promotion – the candidate is able to demonstrate individuality and creativity as well as application of skillset in terms of employability and self promotion and relate these to the role applied for and would be ranked highly for an interview. 	40
Mark Allocation Guidance		
<p>Accuracy (max 5 marks) – up to 4 marks for all sections being completed and accurate and a further 1 mark for some ref to employability skills.</p>		
<p>Presentation (max 15 marks) – up to 10 marks for clearly presented information in all sections of the application form, using the space well and including relevant information. Up to a further 5 marks for the strong referenced to employability skills specific for this job.</p>		
<p>Application of skillset and self-promotion (max 20 marks) – up to 12 marks for the development of content relating to personal skillset and how they are relevant for the job. Up to a further 8 marks where the candidate has demonstrated self-promotion for this job.</p>		

Task 4 – 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.

Task	Indicative Content	Total
4	<p>The answer should be an email written to the HR Manager, supporting the application form and demonstrate appropriate:</p> <ul style="list-style-type: none"> • Format – addressee, layout and coherence of key information, sign off • Content in terms of highlighting why applicant is well-suited for the role and how they think they can add value to the organisation; tone, attracting and holding attention, prompting reader to want to open application form <p>A basic answer would include: Format - all the key elements are included and the format is well laid out and email is coherent Content – some attempt has been made to say why the candidate is well-suited to the role or how he/she will add value to the organisation, but the tone might not be fully engaging</p> <p>A better answer would include: Format - the email states what job is applied for and some attempt has been made to say why the candidate is well-suited to the role and how he/she will add value to the organisation; tone is good and there is some engagement with the reader Content - the email states which job he/she is applying for and clearly expresses why he/she is well-suited to the role and how he/she will add value to the organisation; professional and engaging tone which creates desire for the recruiter to read the Application form to learn more</p>	20
Mark Allocation Guidance		
<p>Format (max 5 marks) – up to 4 marks for the format of the email to be appropriate and accurate. An additional 1 mark can be awarded for a good tone which engages the reader.</p> <p>Content (max 15 marks) – up to 10 marks for good content which covers all elements required. Award up to 5 additional marks for good self-promotion content for the role and for a persuasive approach which would link strongly to the application form.</p>		