



BTEC Level 1 Workskills

Standardisation 2021

Standardisation Material

Unit 7: Planning for Career Entry

Issue 1

August 2021

W64874A

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Contents

You will need to refer to the appropriate unit specification in order to answer the questions for the Lead Internal Verifier (Lead IV).

The BTEC Level Entry Level 3 Level 1/2 specification(s) for this unit/these units can be found at the end of this document.

Contents

Contents.....	2
Activity 1.....	3
Assessment Plan.....	4
Activity 2.....	5
Assignment Brief.....	6
Activity 3.....	11
Internal Verification – Assignment Brief.....	12
Activity 4.....	14
Learner Assessment Submission and Declaration.....	15
Record of Practical Activity.....	16
Assessment Record Sheet.....	17
Assessment Record Sheet - Retake.....	Error! Bookmark not defined.
Activity 5.....	19
Internal Verification - Assessment Decisions.....	45
Centre Notes.....	47

Activity 1

Assessment Plan

1. You are using an Assessment Plan for Unit 7 Planning for Career Entry
2. Discuss what needs to be done to ensure effective implementation of the Assessment Plan.

Assessment Plan

Programme Title		Level 1 Extended Award in Workskills 105 GLH								
Unit or Component No & Title	Assignment Title	Targeted Learning Aim/s or Outcome/s	Internal Verification of Assignment Brief Date	Hand Out Date	Internal Assessment Hand in Date or External Assessment Date	Internal Verification of Assessment Decisions Date	Planned Resubmission Date*	Internal Verification of Resubmission Date	Assessor Name	Internal Verifier Name

Year 10										
Unit 7 Planning for Career Entry	Planning For Your Career	A.P1, A.P2, B.P3	07/09/21	04/10/21	26/11/21	03/12/21	17/12/21	04/01/22	L. Bainbridge	S.Khan
Unit 2 Selecting and Applying for a job	Find that job	A.P1, A.P2, A.P3, B.P4, B.P5	07/09/21	18/02/22	11/03/22	15/03/22	31/03/22	05/04/22	S. Khan	L. Bainbridge
Unit 4 Preparing and Participating in an Interview	Go get that job!	A.P1, A.P2, B.P3, B.P4	07/09/21	03/05/22	27/06/22	06/07/22	18/07/22	22/07/22	L. Bainbridge	G.Bowman

Lead Internal Verifier signature	<i>Graham Bowman</i>	Date	07/09/21
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* Lead Internal Verifier must authorise any resubmissions. The learner must have met the initial deadline (or an agreed extension deadline) and authenticated their work. The resubmission date must be within 15 working days of the learner receiving the results of assessment.

Activity 2

Assignment Briefs

1. A team member has prepared this Assignment Brief.
2. Discuss whether the Assignment Brief is fit for purpose.
3. Level 2 and Entry 3 task examples are produced below. Discuss the differences between the similar task at each level.

Assignment Brief

Qualification	Level 1 Extended Award in Workskills 105 GLH
Unit or Component number and title	Unit 7 Planning for Career Entry
Learning aim(s) (For NQF/RQF only)	Learning Aim A and B
Assignment title	Planning For Your Career
Assessor	Louise Bainbridge
Hand out date	04/10/2021
Hand in deadline	26/11/2021

Vocational Scenario or Context	This assignment will allow you to make a realistic personal career plan based on your abilities, interests, attributes, achievement and career goals. You will understand why it is important to consider your career and make a plan to get you there.
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Task 1	<p style="text-align: center;">Your career your choice.</p> <p>Think about the thousands of jobs and careers out there available for you. Decide on some you might be interested in for the future and research the entry requirements for a range of job roles.</p> <p>You will need to:</p> <ul style="list-style-type: none"> • plan and carry out research at least three different job roles. (Research can be online, using trade magazines, speaking to people in that role etc). • make a poster/leaflet, filmed presentation or digital voice recording to outline the entry requirement of each of the job profiles • make sure you include the skills, knowledge, experience and/or qualifications required as well as any links to potential pathways of development • include a brief outline for each job role, why you think the entry requirements are necessary.
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Checklist of evidence required	At least 3 posters/leaflets, a filmed presentation or digital voice recording of different job roles.
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Criteria covered by this task	
Unit/Criteria reference	To achieve the criteria, you must show that you are able to:
A.P1	Outline career entry requirements for a range of job roles

Task 2	<p style="text-align: center;">Your career – have you got what it takes?</p> <p>Now that you have researched some job roles, you have to check if you have the right skills, knowledge, experience or qualifications to do each job role.</p> <p>You will need to:</p> <ul style="list-style-type: none"> • complete a series of skills audits. Your tutor may give you some and you can find some yourself. • decide on any skills, knowledge, experience and/or qualification gaps you may have for each job role • produce a written/typed document that summarises the gaps you have in own skills, knowledge, experience and/or qualifications relevant for entry to each of your selected job roles
Checklist of evidence required	A written/typed document that summarises the gaps you have for each job role.
Criteria covered by this task	
Unit/Criteria reference	To achieve the criteria, you must show that you are able to:
A.P2	Summarise current gaps in own skills, knowledge, experience and/or qualifications relevant for entry to a selected job role
Task 3	<p style="text-align: center;">Job chosen, now what?</p> <p>You now need to choose one job role that you are most interested in for your future. You know the gaps you have, time to make a plan.</p> <p>You will need to:</p> <ul style="list-style-type: none"> • produce a personal development plan that includes clear steps to get from where you are now to where you want to be for this hoped-for job role. Use the skills, knowledge, experience and qualifications. • set realistic and achievable, time-bound targets • add in information to show where you will go to seek further information, advice and guidance • include how you will measure your success and who can help you achieve the planned goals • make sure you have some short-term and long-term goals <p>Once you have completed your plan, talk it through with your tutor/careers advisor.</p>
Checklist of evidence required	A personal development plan. An observation record from your tutor/careers advisor.
Criteria covered by this task	

Unit/Criteria reference	To achieve the criteria, you must show that you are able to:
B.P3	Create a personal development plan to support entry to a selected job role

Sources of information to support you with this assignment	<p>Careers advice - job profiles, information and resources National Careers Service</p> <p>Updated List of Careers and Occupations for 2021. Research 1,200+ Careers. Find the Right Career for You. (recruiter.com)</p> <p>Job descriptions: A to Z of careers: types of job TARGETjobs</p> <p>List of over 12,000 Careers (careerplanner.com)</p> <p>Career test: Skills audit Careersmart</p> <p>Skills assessment National Careers Service</p> <p>Top 10 Career Tests Monster.com</p> <p>How to: Make a career plan reed.co.uk</p> <p>How to Create a Personal Development Plan Glassdoor Guides</p>
Other assessment materials attached to this Assignment Brief	Blank copy of an observation record

Task sheet for level 2

Task 3

B.P3 Create a personal development plan for entry to and progression within a selected career

Now choose one of the career paths and **create a personal development plan** that does the following:

- Highlights your current skills related to that career
- Highlights your current knowledge related to that career
- Highlights your current experience related to that career
- Highlights your current qualifications related to that career
- Clearly shows the gaps or areas in need of development that can be addressed. This will be a series of steps required to move effectively from a current situation to a hoped for future position with short-term goals, medium term and long term (linked to your research findings)
- Includes timescales
- Includes who will help support you

You can choose a format for yourself.

Sources of info:

[How to: Make a career plan | reed.co.uk](#)

[How to Create a Personal Development Plan | Glassdoor Guides](#)

Task sheet for E3

Unit 7 Considering career Entry Requirements (E3)

Task 3 B.P3

Think about all of the steps you must take to get that job now and fill in this table.

Targets might include experience or knowledge you need. Or skills and qualifications.

My personal development plan to become _____

Target	Be Specific (add more detail)	Measurable (how will you know if it is achieved?)	Achievable (state why it is achievable)	Realistic (state why it is realistic)	Timely (put a date or timescale here)	Date achieved

Activity 3

Internal Verification of the Assignment Brief

1. A team member has submitted an Assignment Brief for Internal Verification.
2. Do you agree with the Internal Verifier's decisions and why?

Internal Verification – Assignment Brief

Programme Title	Level 1 Extended Award in Workskills 105 GLH		
Assessor	Louise Bainbridge	Internal Verifier	Sahira Khan
Unit Number and Name	Unit 7 Planning for Career Entry		
Assignment title	Planning For Your Career		
Assessment criteria targeted by this Assignment Brief	A.P1, A.P2, B.P3		
Is this an Authorised Assignment Brief published by Pearson? If so, has it been amended by the Assessor in any way? Please give details. (Please answer the questions marked * in the checklist only)	No		
Has this assignment been submitted to the Assignment Checking Service? (If Yes, please keep a copy of the ACS feedback with this form)	No		
INTERNAL VERIFIER CHECKLIST			Y/N
Are the programme and unit details accurate?			Y
*Are clear deadlines for assessment given?			Y
Is the time frame of an appropriate duration?			Y
*Is there a suitable vocational scenario or context?			Y
Are the assessment criteria to be addressed stated accurately?			Y
Does each task show which criteria are being addressed?			Y
Do the tasks meet the assessment requirements of the unit/s?			Y
Is it clear what evidence the learner needs to generate?			Y
Is likely to generate evidence which is valid and sufficient?			Y
Overall, is the assignment fit for purpose?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
*If 'No' is recorded the Internal Verifier must recommend actions detailing the issues to be addressed. The Assessor and the Internal Verifier must then confirm that the action has been undertaken and that the Assignment Brief is authorised for use before the brief is issued to learners.			
Action required: (If none then please state n/a)		Date to be Completed	Completed

N/A	N/A	N/A
General Comments (if appropriate)		
A good brief that takes into consideration the assessment guidance in the specification.		
Assignment Brief Authorised for Use		
Internal Verifier signature	<i>S. Khan</i>	Date 07/09/2021
Assessor signature	<i>L. Bainbridge</i>	Date 07/09/2021
Lead Internal Verifier signature (if appropriate)	<i>G. Bowman</i>	Date 07/09/2021

Activity 4

Assessment of Learner Work

1. A learner has submitted work for this Assignment Brief and a team member has now assessed it. The summative assessment record is included.
2. Do you agree with the Assessor's decisions and why?
3. Looking at the learner work for Entry Level 3 and level 2 do you agree with the Assessor decision

Learner Assessment Submission and Declaration

When submitting evidence for assessment, each learner must sign a declaration confirming that the work is their own.

Learner name:	C. Cartwright		Assessor name:	L. Bainbridge	
Issue date:	04/10/2021	Submission date:	26/11/2021	Submitted on:	26/11/2021
Programme:	Level 1 Extended Award in Workskills 105 GLH				
Unit:	Unit 7 Planning for Career Entry				
Assignment reference and title:	Planning For Your Career				
Please list the evidence submitted for each task. Indicate the page numbers where the evidence can be found or describe the nature of the evidence (e.g. video, illustration).					
Assignment task reference	Evidence submitted		Page numbers or description		
Task 1	Research plan and 3 leaflets		Page 1-4		
Task 2	Skills audit and SWOT and gaps work		Page 5-8		
Task 3	Personal development plan		Page 9		
<p>Additional comment to the Assessor:</p> <p>I enjoyed this assignment but I am not 100% sure i want to do the job I have chose for my career long term.</p>					
Learner declaration					
I certify that the work submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.					
Learner signature:	<i>C. Cartwright</i>			Date:	<i>26/11/2021</i>

Record of Practical Activity

Observation Record			
Learner name:	Cathy Cartwright		
Qualification:	Level 1 Extended Award in Workskills 105 GLH		
Unit number and title:	Unit 7 Planning for Career Entry		
Name of Observer:	L. Bainbridge		
Date of activity:	22/11/2021		
Assessment criteria targeted:			
B.P3	Create a personal development plan to support entry to a selected job role		
Description of activity undertaken:			
<ul style="list-style-type: none"> • what the individual learner did • the evidence provided/questions asked and answers given by the individual learner: 			
<p>Cathy was able to talk me through her personal development plan and how she produced it using a template she found.</p> <p>Cathy was able to tell me the time scales for her targets and how on-going meant she never stopped trying to improve her spelling and grammar.</p> <p>Cathy explained the 'how' section and it was clear that these were realistic and achievement actions to achieve the target.</p> <p>Cathy was able to explain who would help her and even how they could help. She knows to tick off if the targets are complete or not.</p>			
Please state evidence this record is in support of:			
The personal development plan.			
I confirm this is an accurate record of the activity undertaken.			
Learner signature:	<i>C. Cartwright</i>	Date	<i>22/11/2021</i>
Signature:	<i>L. Bainbridge</i>		
Role:	<i>Assessor/Tutor</i>	Date	<i>22/11/2021</i>

Assessment Record Sheet

Programme	Level 1 Extended Award in Workskills 105 GLH	Learner name	Cathy Cartwright
Assignment title	Planning For Your Career	Assessor name	Louise Bainbridge
Unit no. & title	Unit 7 Planning for Career Entry	Targeted learning aims/assessment criteria	A.P1, A.P2, B.P3
First Submission			
Deadline	26/11/2021	Date submitted	26/11/2021
		Has an extension to the deadline been approved by the Assessor due to extenuating circumstances?	n/a
Targeted criteria	Criteria achieved	Assessment comments	
A.P1	Yes	Well done Cathy, you have researched three different job roles and outlined them all in leaflets (hairdresser, dog groomer and solicitor). You included all of the entry requirements needed for these job profiles, including, skills, qualification, experience and knowledge.	
A.P2	Yes	Good work Cathy in outlining the gaps in your knowledge, skills, experience and qualifications for these jobs. You clearly understand what you are missing to apply for these jobs.	
B.P3	Yes	A very well written personal development plan to become a dog groomer. Good targets that are SMART and you were able to discuss it with me.	
General comments			
A very good assignment Cathy. I am glad you enjoyed it. Remember to proof-read your work in future as there were some spelling mistakes.			
Learner declaration	I certify that the evidence submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.		

Learner signature	<i>C. Cartwright</i>	Date	26/11/2021
Assessor declaration	I certify that the evidence submitted for this assignment is the learner's own. The learner has clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.		
Assessor signature	<i>L. Bainbridge</i>	Date	26/11/2021
		Date of feedback to learner	03/12/2021
Resubmission authorisation by Lead Internal Verifier*	N/A	Date	N/A
<p>* All resubmissions must be authorised by the Lead Internal Verifier. Only one resubmission is possible per assignment, providing:</p> <ul style="list-style-type: none"> • The learner has met initial deadlines set in the assignment or has met an agreed deadline extension. • The tutor considers that the learner will be able to provide improved evidence without further guidance. • Evidence submitted for assessment has been authenticated and accompanied by a signed and dated declaration of authenticity by the learner. <p>**Any resubmission evidence must be submitted within 15 working days of receipt of results of assessment.</p>			

Task 1


Plan for resaerch

I will look at job websites 04/10/2021 – 10/10/2021

I will look at the careers service website 05/21

I will resaerch in the local paper or at the newsagents window and in Tesco they have some jobs on the board 07/10/21

Evidences

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Hairdresser

Hair stylist

Hairdressers cut, style and colour clients' hair to create the look they want.

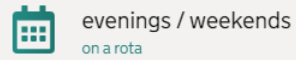
Average salary (a year)



Typical hours (a week)



You could work



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See which sectors you'll find this job in, what qualifications you need to work in this area and if these types of jobs are going up or going down. This information can help you make good career decisions.

[Explore job trends for this group.](#)

[< Back to search results](#)

Hairdressing Stylist

- £ Salary and Bonus will depend on experience
- Salon 92
- Part Time
- Recently
- Check your FitScore



[Activate one-click apply](#) [What is one-click apply?](#)

Part Time Stylist

Salon 92 is the premier hair and beauty Salon in Great Missenden Bucks

Established 15 years ago we have built a loyal client base and have a reputation for outstanding hair and beauty treatments with excellent customer service.

We require a part- time hair stylist to join our friendly and talented team in our busy Salon.

Based at our beautiful modern salon in a grade 2 listed building that was once owned by the legendary author Roald Dahl.

The successful candidate must have:

Full qualifications in all aspects of hair- dressing

Excellent communication and customer service skills

Friendly and professional

Able and willing to work a flexible schedule

All applications will be treated in the strictest confidence.

Salon 92 is an equal opportunity workplace

Contact: Tina Crawford

Reference: Totaljobs/Salon 92

Job ID: 94046324

[Activate one-click apply](#) [What is one-click apply?](#)

Alert me to jobs like these **Hairdressing Stylist** in **Great Missenden + 10 miles**

Email address:

By clicking create alert you will sign up to the Totaljobs service and agree to our [terms and conditions](#)

Share this job:    

[Back to search results](#)



Hair Stylist

- £ Up to £42,000 per annum + commission + tips + benefits + ??
- David Masters Salon
- Permanent
- Recently
- Check your FitScore

[Activate one-click apply. What is one-click apply?](#)


Independent hair salon. Hair Stylist wanted. No crazy shifts. Happy team. Richmond. St Margarets. Twickenham. We are an independent salon that doesn't think or operate like a chain. We offer our clients tailor made hair solutions delivered with care. We're a friendly and established business, described by the Richmond & Twickenham Times as 'the best'. We have a loyal, fabulous client list who are easy to love. We are a happy team that is passionate about hair and people. We are a growing business with ambition. Join us at an exciting time. We're looking for Stylists we can turn into Superstars.

Hair Stylist [benefits]

- Good work/life balance
- Creative freedom in a commercial setting
- Generous commission £££££
- A career, not just a job

Hair Stylist [requirements]

- NVQ certified
- 2+ years experience cutting and styling hair in a salon
- Excellent communication and customer service skills
- Friendly, professional demeanour, creative and kind
- You should live within easy reach of Richmond

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BETA Complete [Ipsos MORI survey](#) to give us your feedback about the service.

Home: [Explore careers](#) > Dog groomer

Dog groomer

Dog groomers keep dogs' coats in good condition, and give their owners advice on coat care, grooming and diet.

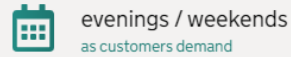
Average salary (a year)



Typical hours (a week)



You could work



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See which sectors you'll find this job in, what qualifications you need to work in this area and if these types of jobs are going up or going down. This information can help you make good career decisions.

[Explore job trends for this group.](#)

Dog Groomer- Competitive Salary- Bournemouth

The Role

Are you an experienced, reliable dog groomer looking for their next challenge? If so, we have the perfect opportunity for you.

We are a well respected and trusted dog groomer, based in Bournemouth looking to appoint another experienced dog groomer to our team. A part time job share, or full-time candidate will both be considered.

Key Responsibilities

The key responsibilities of a dog groomer include, but are not limited to:

- Responsible for all aspects of dog grooming to a high standard.
- To provide excellent customer service to our customers.
- To execute good standards of cleanliness and safety at all times.

The Company

Here at Poochies Dog Grooming in Bournemouth we LOVE dogs and are all about providing high quality dog grooming in a loving, calm and relaxed atmosphere. Our team holds relevant City and Guilds qualifications in dog grooming and they keep up to date with the latest developments in the field by attending related seminars and exhibitions by world class dog groomers.

The Benefits

- Workload limited to 4 full grooms a day per staff member with a focus on quality over quantity as opposed to grooming as many dogs as we can.
- Busy salon with reliable income and friendly / experienced team.
- Tea / coffee provided.
- Staff are paid for the full day's work with no pay deducted for lunchtime.
- Ability to earn more via overtime.
- Working on an employed basis with pension and holiday allowance. (Will consider self-employed)

The Person

The key skills and qualities of a dog groomer are:

- Previous grooming experience is essential as we need someone that can hit the ground running.
- You'll be a people person and have a real passion for dogs.
- Ability to complete a full groom on majority of breeds to a very high standard and also to owner's request.
- Experience of working within a busy grooming environment.
- Must be honest, reliable and punctual.

Dog Groomer

📍 Gasforth Industrial Estate, Newcastle Upon Tyne (NE3), NE3 1TX Show my commute time ?

£ £9 per hour, tips and pension

- For Paws
- Permanent
- Recently
- Check your FitScore

Create alert Apply Save

[Activate one-click apply](#) [What is one-click apply?](#)

Looking for a dog groomer who holds level 3 qualifications. Must be able to groom between 5-7 dogs per day to a high standard and good knowledge of all breed types.

Contact: victoria graham
Reference: Totaljobs
Job ID: 93527806

Create alert Apply Save

[Activate one-click apply](#) [What is one-click apply?](#)

National Careers Service

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BETA Complete [Ipsos MORI survey](#) to give us your feedback about the service.

Home: [Explore careers](#) > Solicitor

Solicitor

Lawyer

Solicitors advise clients about the law and act on their behalf in legal matters.

Average salary (a year)	Typical hours (a week)	You could work
£ £25,000 ————— £100,000 Starter Experienced	🕒 37 to 50 a week	📅 on call at short notice

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See which sectors you'll find this job in, what qualifications you need to work in this area and if these types of jobs are going up or going down. This information can help you make good career decisions.

[Explore job trends for this group.](#)

Solicitor

- 📍 Stamford (PE9), Stamford
- £ Unspecified
- 🏢 JT Recruit Ltd
- 📅 Yesterday
- 🔍 Check your FitScore



📧 Create alert

Apply

☆ Save

[Activate one-click apply](#) [What is one-click apply?](#)

My client are a well established and respected law firm based in the Stamford area who now have an exciting opportunity within their Private Client team for an experienced Solicitor to join them on a full time and permanent basis, working Monday - Friday 9am - 5pm with a salary from £30k depending on experience.

They have a full private client practice with Wills, Probate, Trusts and Lasting Power of Attorneys and the role will require undertaking fee earning work, maintaining existing relations with the firm's clients and assisting and helping develop new relationships with third party referrers.

The role will be varied but will involve:

- Undertaking fee earning work, working both independently and as a member of the team and provide a profitable contribution to the work of the department
- Maintaining existing relations with the firm's clients and assisting and helping develop new relationships with third party referrers
- Conducting of private client and related matters on behalf of clients
- Drafting of Wills, Trusts, Lasting Powers of Attorney and dealing with Trust and Estate Administration
- Managing support services for which you are responsible, including supervision of support staff
- Participating in the growth and future development of the departments, assisting in the build-up of the client database and marketing the firm's services
- Maintaining orderly and up to date files including electronically and complying with the firm's policies on file management

To be considered for this position you must:

- Have 3 years PQE
- Have strong organisational skills with the ability to manage deadlines and competing priorities
- Have good 'hands on' private client experience in Wills, Trusts, Lasting Power of Attorney and Trust and Estate Administration
- Have excellent client facing skills and the ability to nurture existing clients and third-party relationships as well as the ability to help develop new business and assist in networking events
- Have the ability to prioritise work and to work to strict timescales where required
- Have technical proficiency and good IT skills
- Have a good academic background
- Have the ability to prioritise work and meet strict timescales
- Be able to deal with clients with empathy and professionalism
- Be confident and able to exercise initiative

A good plan and evidence of research
Cathy. LB.

Hairdresser

Salary £14-30k depending on experience and location



You could run your own salon one day and be the manager

Work weekends and some evenings

A hairdresser can also be called a hair stylist and they can do different roles like cutting and styling clients hair or being a colourist. You can do up-styles or occasion hair, like for weddings and the races. You can work as a freelancer and rent a chair or even be mobile and work in people's houses or on celebrities and on tv and film sets or in spa's.

Skills

Customer service excellent, attention to detail, patience, keep calm, communication skills, flexible, listening skills, work well with hands, team work, numeracy for working out money and change.

Knowledge

Need to know how to work with different hair types and latest styles and trends. Know how to wash and condition hair. Know styles and how to cut, colour and give advice. You cut simple styles as a junior and work up to a senior and suggest different styles and do more techniques

Experience

You don't need any experience as a junior but it would help if I had a Saturday job and did some hair washing and tidying up. Then you can become a senior and mane a manager or owner one day. Its good if I had experience with customers. 2 years experience for a senior

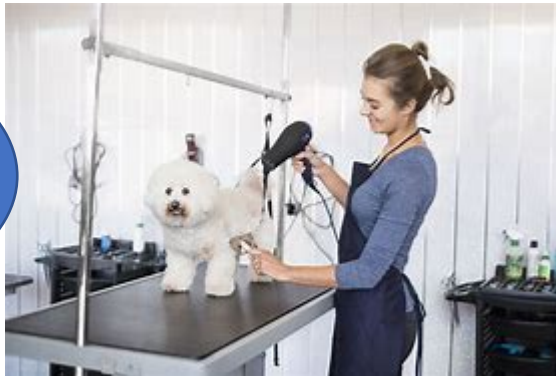
Qualifications

Some salons will take you on with basic qualifications but it is best to have: a college course or apprenticeship. Level 2 or level 3 Diploma in hairdressing. Need 2 or more GCSE's grade 9-3 or 4

It is important to have these entry requirements so people with the right skills and attitude become a hairdresser. The qualifications and knowledge is important like if a person was not qualified they should not be cutting hair and using scissors untrained it can be dangerous and ruin peoples hair.

Dog Groomer

Salary £13-20k depending on experience and location



You might have to work in people's homes

Work weekends and evenings if customer demands

A dog groomer prepares a dog for bathing and shampoos and cuts a dog's coat. This might be with clippers or scissors. The dog groomer is there to check the dog and manage it whilst it's in your care. This is a busy environment and can be physically demanding but also great if you like dogs.

Skills

Thorough and patient and customer service skills. Work with others and be calm in stressful situations. Excellent verbal skills and accept criticism and work well under pressure.

Knowledge

You need to know about dogs and how to handle them and talk to them. I have 2 dogs so I do know this. You need to know styles and what suits each dog and also how to use scissors and clippers and other equipment.

Experience

Previous experience of grooming for some jobs. Dog walking would be good experience and I do this with my own 2 dogs. Getting experience by volunteering with Dogs Trust or Do-it and do voluntary work with dogs.

Qualifications

College courses: level 2 certificate for dog grooming assistants, some need level 3 certificate or diploma in dog grooming are at private training centres or some colleges. Also need 2 GCSE's or 4 GCSE'S to get on the courses. The national pet college do courses to.

Some grooming places might do an apprenticeship and this would be a good option to learn on the job. Some places set their own qualification entry requirements. These are necessary as not everyone can work with dogs or have the skills. If there were no entry requirements people with no experience with dogs could apply and then be scared of dogs.

Solicitor

Salary £25-100K



You might work in an office a prison a police station.

No weekend work but can be called at short notice to work

A solicitor can be called a lawyer and they advice clients about the law and act on their behalf in legal cases. They advise and act for clients in court cases and can make letters or contracts for legal cases. They research legal dociments and can prepare papers for court.

Skills

Legal knowledge, excellent verbal skills and analytical thinking skills, pay attention to detail and have excellent written skills. Must be able to use a computer and all software. Client facing skills, priotisization,meet deadlines, deal with clients empathy, confident and initiative

Knowledge

You need to keep up to date about laws and legal issues.

Experience

Try to get work experience in a solictors. With lots of experience you could become a partner if a firm yourself. The job on total jobs needs hands on experience and work on wills, trusts and admin, doing the job after uni is the hands on experience like needing experience before getting some jobs

Qualifications

A university degree is needed or a higher apprenticeship but qualifications are still needed. After a degree need a legal practice course like a CILEx award in legal studies. 3 years PQE means 'Post-Qualified Experience' like with doing the actual job after uni

It is important to have the skills, qualifications and experience as like if you did not how could you be in court giving advise and help people. Not everyone can be a solicitor it takes a lot of

A.P1 achieved well done. Check your spelling in

Task 2

PERSONAL SKILLS, VALUES AND QUALITIES	SCORE (1=LOW, 5=HIGH)					COMMENTS
	1	2	3	4	5	
Communication skills						I am a good communicator.
Able to delegate						I understand the values of delegation.
Able to follow instructions						I am able to follow instructions well and continue to look for ways to improve.
Willing to work hard and finish tasks						I take great pride in willingly working hard and finishing tasks.
Able to cope under pressure						I continue to develop my ability to cope under pressure.
Analytical skills						I have a good ability using my analytical skills.
Flexible and adaptable						I am extremely flexible and adaptable.
Creative						I have a passion for being creative.
Able to process data						I have a good ability to process data.
Able to work in a team						I am very effective at being a team player.

Able to use a range of IT					I have a wide knowledge of transferable IT skills.
Able to solve problems					I am proficient at solving problems.
Able to work with financial information					I am capable, but struggle to work with financial information and continue to find ways to self develop.
Able to research					I have a good level of research skills.
Able to speak in public					I am able to speak in public.
Good levels of written communication					I am able to display a good level of written communication.

Skills audit done.
Good work. LB

<p>Describe your strengths?</p> <ul style="list-style-type: none"> ❖ Hardworking ❖ Reliable ❖ Multitasker ❖ Able to take on many responsibilities ❖ Fast learner ❖ Able to lead and guide others ❖ Very keen on helping others 	<p>What are your weaknesses?</p> <ul style="list-style-type: none"> ❖ Scared of failing ❖ Perfectionist
<p>What do you enjoy?</p> <ul style="list-style-type: none"> ❖ Helping people ❖ Creating Ideas and innovation ❖ Setting goals and plans for myself ❖ Properties ❖ Traveling 	<p>What do you dislike doing</p> <ul style="list-style-type: none"> ❖ My time being wasted on something that no clear future ❖ Not reaching targets ❖ Negativity/ negative energy ❖ Timewasting
<p>Describe the skills and qualities that you have?</p> <ul style="list-style-type: none"> ❖ Team worker ❖ Independent ❖ Time management ❖ Leader ❖ Analyzing data – Able to process data ❖ Prioritize work load ❖ Organized and plan ❖ Flexible and adaptable – fast learner 	<p>What skills need developing?</p> <ul style="list-style-type: none"> ❖ Numerous skills ❖ Grammar/written communication ❖ Psychometric testing

A good SWOT analysis. LB

Gaps in skills, knowledge, experience and qualifications.

Hairdresser

I don't have any experience in hair dressing but I do do my own hair and my mums and my friends. I can do French plaits. I know some trends as I watch tictoc and youtube but I couldn't cut them myself. I am good with my hands though.

I don't have any customer experience because I haven't had a job yet but I can get one soon. I suppose when I have done events at school they could be customer service.

I don't have any qualifications in hair dressing but the college has courses I could get on with my GCSE's. I have 2 GCSE's.

Advert I like says needs;

full qualifications	x don't have
excellent communication and customer service	have communication but no customer experience
Friendly and professional	Yes
Able to work flexible schedule	Yes

Dog Groomer

I only need experience with cutting and grooming as I haven't done this except wash my own dogs. I know how to deal with dogs and look after them and make them feel special. I know a few dog breeds.

I need some courses to qualify but I could do an apprenticeship. I have the GCSE's like before but not as many to do a level 3 course. I'd have to do a level 2.

Advert I like says needs;

Level 3 qualifications	No I don't have
Able to groom 5-7 dogs a day	I could try
Good knowledge of all breeds	I know a lot but not all

Solicitor

I have a lot of gaps no degree or law course and no legal knowledge. I haven't done work experience at a solicitors and do not know anything about the prison or police service. I would need to do so much hard work to get to uni then do course sit could take years. I do have 2 gcse's and could learn about the legal system with research.

Advert I found says needs;

3 years experience	No I don't have
Organisation skills	Yes I am organised
Hands on experience	No
Excellent client facing skills	No
Prioritise	Yes I am organised
Academic background	No not yet as I haven't had chance
IT skills	My IT is very good

Meet deadlines	I am never late and meet deadlines anyw my homework
Confident	Not very

I don't think this job is for me its too hard and never going to have that experience until later in life

All jobs

I'm organized and flexible but I might need to work on being attention to detail. I also need to improve my spelling and grammar and numerous skills.

A.P2 achieved well
done. Check your

Task 3

My personal development Plan to be a dog groomer

Date: 20/11/2021

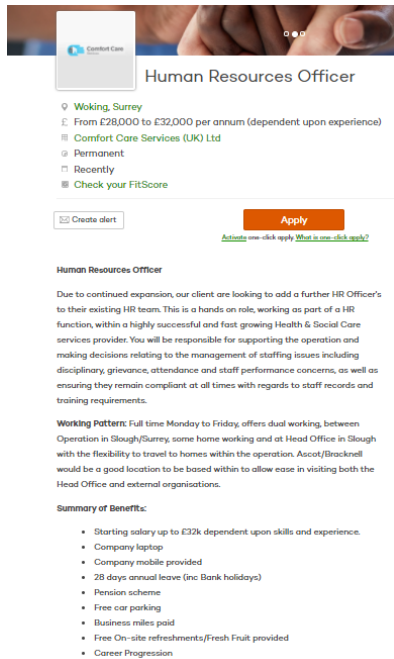
<i>What do I need to do</i>	When?	How?	Who can help?	Success and date Y/N
Get better at attention to detail	On-going	I will always check my work and ask someone else to check it	My teacher My mum	Yes
Improve spelling	On-going	Do some more spelling tests Practise words I find hard	English teacher	Yes
Improve grammar	On-going	Do more reading and writing and get it checked	English teacher	Not yet
Get work experience	By end of January 2022	aks if local businesses have experience places. Give them my cv	Local dog groomers	Not yet
Look into apprenticeships	By end of March 2022	Look at websites	Me	Yes and found some near me
Research courses	By end of March 2022	Research using Google colleges and training provider sthat do courses about dog grooming	Me	Started but not finished yet
Research dog styles and types of dogs	By end of December 2021	Research using google new styles	The internet	Yes 05.12.21

Practise on my own dogs	On-going	The more I can practice the better. I will watch Tictoc videos and YouTube to get ideas and tutorials and do my own dogs	My mum will watch me Videos on youtube and tictoc	Yes I have done 2 styles on Bruno
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B.P3 achieved well done. Check your

Level 2 Learner work example

Personal Development Plan to achieve a Career as a HR officer.



Human Resources Officer

Woking, Surrey
From £28,000 to £32,000 per annum (dependent upon experience)
Comfort Care Services (UK) Ltd
Permanent
Recently
Check your FitScore

Create alert Apply

Human Resources Officer

Due to continued expansion, our client are looking to add a further HR Officer's to their existing HR team. This is a hands on role, working as part of a HR function, within a highly successful and fast growing Health & Social Care services provider. You will be responsible for supporting the operation and making decisions relating to the management of staffing issues including disciplinary, grievance, attendance and staff performance concerns, as well as ensuring they remain compliant at all times with regards to staff records and training requirements.

Working Pattern: Full time Monday to Friday, offers dual working, between Operation in Slough/Surrey, some home working and at Head Office in Slough with the flexibility to travel to homes within the operation. Ascot/Bracknell would be a good location to be based within to allow ease in visiting both the Head Office and external organisations.

Summary of Benefits:

- Starting salary up to £32k dependent upon skills and experience.
- Company laptop
- Company mobile provided
- 28 days annual leave (inc Bank holidays)
- Pension scheme
- Free car parking
- Business miles paid
- Free On-site refreshments/Fresh Fruit provided
- Career Progression

Qualifications and Experience: The following qualification, skills and experience are required for this role:

- **MUST HAVE** at least 2 years' generalist experience within a Hr Officer/advisory level role and have gained experiences specifically within Employee Relations
- Ideally part or fully CIPD qualified or equivalent with experience at this level (CIPD is not essential)
- Strong English spoken, listening, writing, communication and presentation skills
- Strong administration skills
- Full driving license and use of own car to visit company homes if required
- People centric and able to positively engage the workforce
- Experience of working with and advising line managers
- Good IT skills, including the use of MS Office packages (Word, Excel, Outlook & PowerPoint)
- Confidence to work across all levels of the business

This role offers wide scope for exposure to a broad range of HR functions and mechanisms, as well as the opportunity to get involved in a range of HR Projects. My client are a highly people led and people centric organisation and the HR function and its personnel are key in shaping and influencing the future growth and direction of the company.

This is is the job I have found I want to do

Short-term targets

What	When	How	Who	Success?	Positives/Other
Improve my spoken English skills	End of the year	I will practice difficult words and try to include more language into my assignments	Maria my Eng teacher	I will check how many spelling errors I get back on my next assignment.	I think I have good spoken English as it is my first language. I do not swear or use slang unless I am with my friends outside of college. I can show my spoken skills if I were to have an interview. I think that doing some work experience next year will also help me to achieve this.
Improve listening skills	End of the year	I will practice listening to long stories and try to summarize them to someone. I am quite good at listening and I have a good memory.	Nobody	I need to make a test and check how well I am doing.	I have good listening but I can always improve.
Improve Excel skills	End of January 2022	Dave my ICT teacher can help give me Excel tasks to do. I	I might need some help from the ICT team or the library	If I can complete a few activities I know I will be better at Excel. I can	I could also watch YouTube videos

			staff. My brother is also good at IT	measure my before and after on a scale of 1-10	on 'how to do Excel' I am not very confident with this as I have not used Excel since school.
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Medium – Term Targets

What	When	How	Who	Success?	Positives/Other
Get better with my presentation skills	By March 2022	I do not like speaking in front of others and sometimes in subjects we get a choice to do a written task to a presentation. I will try to do more presentations for practice.	From research – watching You Tube or asking others. Dave my ICT teacher may have some worksheets I could do.	I need to learn how to do more things in PowerPoint like animations and moving slides on automatically. If I can do this, I will have made progress.	I imagine I would have to do a presentation for an interview. I do know PowerPoint and how to create basic slides. I have not used notes before and I should try this.
Get my driving license	July 2022	I will be 17 in June and could do a crash course to get my license quickly. I need to book in my theory test and practice using the app.	My mum could pay for my lessons for my birthday present.	If I pass my tests I will be a success.	I am not sure if I could afford a car just yet.

Long- term targets

What	When	How	Who	Success?	Positives/Other
2 years experience in HR advisory role with employee relations	April 2024	I will try to get some work experience and aim to get a b junior job in HR to begin with.	I will approach companies and ask for work experience and Mohammed the work placement officer might help	I will be a success if I can get a placement and get some experience. Then I can hopefully get a job. This will also show I have the 2 years experience.	I have had some work experience so have worked with people. But this was not specific to HR.
CIPD qualified	July 2026	This target is a long way off and I need to research CIPD courses and work out how to get onto them and get qualified.	CIPD website. Careers officer	I will be successful if I can get on a course and pass it.	I currently only have GCSE's

Entry 3 example

My personal development plan to become a nursery nurse.

Target	Specific	Measurable	Achievable	Realistic	Timely	Date achieved
Get my maths	To get my level 1 maths functional skills certificate	I will know if I pass it or not in January. I will be successful if I pass	This is achievable if I work hard. I will ask Mrs Fletcher for some practice papers and do all my homework	I have another go at it if I don't pass by June. I can get my sister to help as she's passed hers	I will try for January and June if I don't get it. I will do 3 practices before December and Mrs Fletcher can mark them	
Get a childcare course	I need to ask the careers advisor to help me look for courses then I will apply in March. I will get on a course if I have the right quals	I will find out 2 courses near me before March when I need to apply if I get a place at college I will be successful.	I will go to an open day at college if I can. I can find out the courses and research them	I should be ok to get on a course	I will apply for the course by March and start in September 2022	
Get work experience with children	I need to get some work experience. I will ask my friends and family if I can babysit and they write a witness reference	I will get up to 10 days experience and get evidence of it and I will learn by being with young children more	I have nieces and nephews that I can get babysitting for but I will also ask at Happy dayz nurse on Coronation Street to see if they can give me a placement	My aunty will let me babysit but getting into Happy Dayz might be harder	I will get the experience now to June and more if I can	

Activity 5

Internal Verification of Assessment Decisions

1. A team member has submitted Learner work for Internal Verification.
2. Do you agree with the decisions and why?

Internal Verification - Assessment Decisions

Programme Title	Level 1 Extended Award in Workskills 105 GLH				
Unit(s)	Unit 7 Planning for Career Entry				
Assessor	Louise Bainbridge	Internal Verifier		Sahira Khan	
Assignment title	Planning For Your Career				
Name of Learner (If a larger sample is required please add rows or use additional sheets)	Submission Type (First, Resubmission, Retake)	List which assessment and grading criteria the Assessor has awarded. Please state specific criteria and not an overall grade	Assessment Decision Accurate (Y/N)	List the assessment and grading criteria where inaccurate decisions have been made	State why the assessment decision is inaccurate. *If an inaccurate decision is recorded the Internal Verifier must recommend actions detailing the issues to be addressed. The Assessor and the Internal Verifier must then confirm that the action has been undertaken before assessment decisions are issued to learners.
Cathy Cartwright	First	A.P1, A.P2, B.P3	Y		
INTERNAL VERIFIER CHECKLIST					Y/N
Has every learner and the Assessor confirmed the authenticity of the evidence?					Y
Is there evidence of collusion or plagiarism?					N
Does the assessment feedback to each learner: <ul style="list-style-type: none"> • Link to relevant assessment criteria • Justify each assessment criterion awarded • Provide appropriate guidance to the learner without giving specific actions for improvement. 					Y

GENERAL COMMENTS (if appropriate)

The assessor has provided good comments to the learner and given a good area to develop. You should consider pointing out the spelling mistakes and correct some of them.

The personal development plan is a little simple at times but this is what would be expected for a level 1 learner. In the future, try to get the learner to include more detail in the plan and always check their spelling. Maybe you could add this to the discussion? And include it in the observation record.

Any actions required must be reviewed across the whole cohort.

Action Required	Target Date for Completion
N/A	N/A

I confirm that the assessment decisions are accurate, there is no evidence of assessment malpractice and any action points have been addressed and completed in respect of the whole cohort.

Internal Verifier signature	<i>S. Khan</i>	Date	<i>01/12/2021</i>
Assessor signature	<i>L. Bainbridge</i>	Date	<i>01/12/2021</i>

Centre Notes

Activity 1 - Assessment Plan

Notes:

Activity 2 - Assignment Briefs

Notes:

Activity 3 - Internal Verification of Assignment Brief

Notes:

Activity 4 - Assessment of Learner Work

Notes:

Activity 5 - Internal Verification of Assessment Decisions

Notes: