

Title	Demonstrate knowledge of job search skills		
Level	2	Credits	3

Purpose	People credited with this unit standard are able to: identify and describe personal interests, qualities, skills and work preferences; demonstrate knowledge of a job search process; demonstrate skills for locating suitable job vacancies; and describe the process for job vacancy applications.
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Classification	Core Generic > Work and Study Skills
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Available grade	Achieved
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Explanatory notes

- 1 Definition
A *suitable* vacancy is one which matches the candidate's work preferences.
- 2 Preparation for a job interview is assessed in the following unit standard:
Unit 1294, *Be interviewed in a formal interview*.
- 3 The website for Careers New Zealand can be found on: www.careers.govt.nz/.
- 4 A resource to support assessment of unit standards can be found on the NZQA website at: <http://www.nzqa.govt.nz/for-providers/resources/index.html>.

Outcomes and evidence requirements

Outcome 1

Identify and describe personal interests, qualities, skills and work preferences.

Evidence requirements

- 1.1 Personal interests, qualities and skills are identified and described in terms of strengths and weaknesses.
- 1.2 Work preferences are described in alignment with personal interests, qualities and skills.

Outcome 2

Demonstrate knowledge of a job search process

Evidence requirements

- 2.1 A job search process is described in terms of steps required.
- 2.2 Three different sources of information about employment vacancies are identified and rated in terms of reliability.

Outcome 3

Demonstrate skills for locating suitable job vacancies.

Evidence requirements

- 3.1 Vacancies are identified that align with personal interests, qualities and skills.
- 3.2 Vacancies are evaluated in terms of suitability.

Outcome 4

Describe the process for job vacancy applications.

Evidence requirements

- 4.1 The steps required when applying for identified job vacancies are described.

Range steps include preparing CV, writing cover letter, submitting application;
steps do not include preparing for a job interview.

Planned review date	31 December 2020
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 May 1995	31 December 2015
Revision	2	20 March 1998	31 December 2015
Review	3	26 September 2001	31 December 2015
Revision	4	12 September 2002	31 December 2015
Review	5	16 July 2010	31 December 2017
Review	6	18 June 2015	N/A

Consent and Moderation Requirements (CMR) reference	0023
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.