

Unit title:	Personal Career Planning
Level:	1
Credit value:	3
GLH:	27
TQT:	30
Unit code:	HC1/1/NQ/029
Unit reference number:	M/504/7527
Unit aim:	Learners will know own strengths, qualities, skills and abilities. They will research information for career planning and plan for the next stage off their life

This unit has 4 learning outcomes.

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
1. Understand own strengths, qualities, skills and abilities.	1.1. Give one example of each of own strengths, qualities, skills and abilities. 1.2. Identify one area of weakness, stating why this needs to be improved.
2. Understand sources of information, advice and guidance for career planning.	2.1. Identify three sources of help or information in relation to career planning. 2.2. Identify a source of relevant information for own career planning.

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Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
3. Understand how own abilities relate to a potential learning progression and career opportunity.	3.1. Identify one learning progression destination and one potential career opportunity. 3.2. Outline how own strengths, qualities, skills and abilities relate to the requirements of the identified learning progression and career opportunity.
4. Know how to plan for transition to the next stage of education, training or work.	4.1. Produce a simple career action plan identifying steps required to achieve identified career goal. 4.2. Produce an application to the next stage of own education, training or work.

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Assessment information

All Assessment Criteria must be evidenced. For guidance on assessment, including principles of assessment and methods which may be used, Centres should consult the Open College Network West Midlands publication *Assessment Methods* and the 'Assessment' section of the *Open College Network West Midlands Centre Handbook*, both are available on our website www.opencollnet.org.uk .

Sector Subject Area (SSA)	14.2
Date from which unit will be available for learners	01/04/2014
Unit review date	16/08/2025
Assessment guidance	N/A