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| Unit title: | Interview Skills |
| Level: | 2 |
| Credit value: | 1 |
| GLH: | 8 |
| TQT: | 10 |
| Unit code: | HC6/2/NQ/004 |
| Unit reference number: | F/505/4465 |
| Unit aim: | Learners will develop knowledge and skills to enable them to perform in work-related interviews. |

This unit has 3 learning outcomes.

| Learning Outcomes | Assessment Criteria |
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| The learner will: | The learner can: |
| 1. Know how to prepare for an interview. | 1.1. Describe how s/he would prepare for an interview, including techniques for dealing with anxiety. 1.2. Describe how to research a potential employer for the purposes of an interview. 1.3. Describe appropriate dress for an interview and why this is important. |
| 2. Be able to prepare interview questions and answers. | 2.1. Identify a range of possible interview questions and suggest suitable answers. 2.2. Prepare a range of questions to ask at interview to find out specific information. |
| 3. Be able to take part in an interview. | 3.1. Present and conduct self appropriately in a mock interview situation, using appropriate verbal and non-verbal skills. |

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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

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| Sector Subject Area (SSA) | 14.2 |
| Date from which unit will be available for learners | 01/09/2013 |
| Unit review date | 30/08/2023 |
| Assessment guidance | N/A |