



# Personal and Social Development (PSD)

Exemplar portfolio:  
Preparation for Work, Level 1 (PW1)

March 2018

Personal and Social Development Qualifications: Level 1  
Assessment checklists (mandatory)

<b>Assessment Checklist – PSD Level 1</b>				
<b>Preparation for Work (PW1)</b>			<b>Credits: 2</b>	
<b>Learning outcome</b>	<b>You will:</b>		<b>You can:</b>	<b>Evidence (page no.)</b>
1.1	Understand how your own skills and qualities relate to those needed for working life	1.1.1	Describe personal and employability skills and qualities which employers need	107, 109, 114, 115
		1.1.2	Describe your own skills, qualities and achievements	108, 110-115, 137, 138, 155
		1.1.3	Explain how your own skills, qualities and achievements relate to those needed in the workplace	112, 114, 115
		1.1.4	Suggest areas for improvement	116, 138
1.2	Research personal career opportunities	1.2.1	Find out about a range of potential job roles which interest you	122-136
		1.2.2	Match your skills, qualities and achievements to a potential job role	117-136
		1.2.3	Identify and prepare key information needed for an application or interview	139-149, 153, 154, 156
<p><b>Assessor Declaration:</b> <i>"I confirm that the details above are correct, that the evidence submitted is the candidate's own work and the candidate meets all of the requirements for certification of this unit."</i></p> <p><b>Candidate Declaration:</b> <i>"I confirm that the evidence in this portfolio is all my own work."</i></p>				
<b>Candidate name:</b> A. Learner		<b>Candidate signature:</b> A. Learner		<b>Date:</b> 24.02.16
<b>Assessor name:</b> A. Assessor		<b>Assessor signature:</b> A. Assessor		<b>Date:</b> 24.02.16
<b>Internal moderator name:</b> A. Moderator		<b>Internal moderator signature:</b> A. Moderator		<b>Date:</b> 24.02.16



# Preparation for Work

## Level 1 **Controlled Challenge**

1. Make two lists, one of your skills and one of your qualities.

<p>Skills</p> <p>communication skills group work IT Handling money Being fit.</p>	<p>Qualities</p> <p>confident Reliable Trust-worthy outgoing determined</p>
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2. Make two lists, one of skills and the other of qualities that are important in the workplace.

<p>Skills</p> <p>communication working to deadlines listening to instructions</p>	<p>Qualities</p> <p>reliable confident honest truthworthy</p>
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3. Which of your skills would be needed in the workplace?

communication skills and  
handling money

Why would your skills be suitable?

communication skills would be good for a job as you are able to ask for help and instructions.

Which of your qualities would be needed in the workplace?

trustworthy.

Why would your qualities be suitable?

being trustworthy with responsibilities and turning up on time.

4. A job I am interested in doing in the future is: Assistant vet

I would like to do it because: I have a love of animals.

The skills and qualities I have that would help me to do this job are:

- Being Fit
- Confident
- being reliable
- strong athletic

The skills and qualities I need to develop to help me do this job are:

- being on time
- more organised

Candidate name:

Date: 25<sup>th</sup> NOV

Assessor signature:

Date: 25-11-2015



## Discussion Sheet

As a group, discuss the differences between skills and qualities. Come up with a definition and examples for each.

You can use the examples below as a starting point for your discussions. Which ones are skills, and which ones qualities?

being patient	making plans	listening	designing things	solving problems
making decisions	being reliable	keeping calm	talking to groups	writing reports
helping others	organising	using tools	being friendly	explaining things

### SKILLS

### QUALITIES

Definition:  
 is something that you learn to do over a period of time.

Definition:  
 is something that you would have been born with and improve as you get older.

Examples:  
 solving problems talking to group  
 making skill  
 being patient being friendly  
 making decisions  
 helping others  
 being reliable writing reports  
 keeping calm  
 using tools explaining things  
 designing things

Examples:  
 listening  
 organising



Name:

Date:

Module: Preparation for Work

Challenge 2: Discuss the differences between skills and qualities

PW1.2



# My Strengths


My Skills	My Qualities	My Achievements
<p>Morse Riding IT Communication Problem solving <del>Handwriting</del> Helpful Hand writing Honest</p>	<p>Happy Hard working conscientious motivated</p>	<p>4 level 1 maths GCSEs Horse rosettes Driving Topics</p>

## SKILL OR QUALITY????

RELIABLE skills  
LISTENING Q  
COMMUNICATION Q  
HAPPY S  
HARD WORKER S  
FRIENDLY S  
OUTGOING S  
HELPFUL S  
IT SKILLS S  
MOTIVATED S  
TRUSTWORTHY S  
CONFIDENT S  
LEADERSHIP S  
ARTISTIC S  
CREATIVE S  
WRITING S  
SINGING S  
PRACTICAL S  
DECISION MAKING S  
SEWING S  
COOKING S  
SWIMMING S  
SPORTS S



# Qualities

*Sense of Humour /	*Honest	*Willing /	*Friendly /
*Ambitious (Want to aim high)	*Punctual (Always on time)	*Reliable /	*Helpful /
*Patient	*Sympathetic /	*Tactful	*Persuasive / (Can get people to agree)
*Kind /	*Responsible /	*Quick learner /	*Enthusiastic /
*Trustworthy /	*Sensible	*Organised	*Smart /
*Clean /	*Tidy /	*Well spoken /	*Confident /
*Hardworking /	*Strong /	*Athletic /	*Outgoing /
*Logical /	*Motivated /	*Observant / (Notices things)	*Determined /
*Polite /	*Innovative (Have lots of original ideas)	*Self - disciplined	*Caring /
*Flexible /	*Courageous (Brave) /	*Dextrous (Use your hands well) /	





# Skills Checklist

Circle/highlight all that describe you. Star your top 5.

Writing

Drawing

Using tools/equipment

Working Alone

Measuring

Being fit

Remembering things

Giving instructions

Finding things out

Mending things

Working to deadlines

Working with others

Practical work

Following written instructions

Using the telephone

Working to Deadlines

Handling money

Using a computer

Listening to instructions

Showing others

Dealing with the public

Module: Preparation for Work  
 Challenge 3: Identify the skills, qualities and achievements you have

PW1.2  
 PW1.3

## My Profile

These are my strengths:

**Skills**  
 Horse-riding  
 IT  
 communications  
 Program sowing  
 Helpful  
 Hand writing  
 Honest

**Qualities**  
 Happy  
 Hard working  
 conscientious  
 motivated

**Achievements:**  
 level 1  
 maths  
 GCSE's  
 Horse rosettes  
 Daring topics

These I would need to develop for the workplace:

**Skills**  
 Keeping calm  
 multitasking  
 Time keeping  
~~Hand~~

**Qualities**  
~~Happy~~  
 confidence  
 creative

**Achievements**  
 Completed this  
 course  
 Peppercorn.



## My Strengths and Weaknesses

Complete the following list of skills and qualities as honestly as you can. Use the answers to help you work out what your strengths are. Highlight the strength that you are most proud of.

Good	Average	Weak	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Working in a group
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Working on my own
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Explaining things to others
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Organising other people
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Being patient
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Making decisions
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Working under pressure
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Making plans
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Accepting discipline
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Solving problems
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Listening
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Talking to large groups
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Keeping calm in emergencies
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Organising help in an emergency
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Following instructions
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Writing reports
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Finding things out
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reading and studying
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Working with numbers
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Doing scientific experiments
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Working with my hands
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Designing things
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Speaking a foreign language
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Using tools or machinery
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Using a computer
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other:
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other:
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other:

## Preparation for Work

1. Make a collage showing different skills and qualities that employers require, for a variety of jobs.



2. Identify 3 of your skills and qualities and describe how they can relate to the workplace.

Qualities:	How they can relate to the workplace:
e.g. Friendly	e.g. Good with customers
Reliable	getting to work on time
flexible	working any shifts.
Confident	able to communicate with others.

Skills:	How they can relate to the workplace:
Following In	get the work done correctly
dealing with Public	Serving customers
Working with others	working as a team.



Name:

Date:

Module: Preparation for Work

Challenge 4: Discuss personal and employability skills and draw up a personal plan

PW1.1 PW1.2

PW1.3

# Preparation Sheet

Highlight the descriptions that describe you the best. Finding out what kind of person you are will help you when looking at what kind of job would be right for you.

A collection of 28 personality and preference statements in dotted-line boxes, some with handwritten asterisks:

- I am a loner
- I am friendly
- I am confident \*
- I like being with others \*
- Job satisfaction is important to me
- I prefer to leave responsibility to someone else
- I am shy
- I like change
- I work well following instructions \*
- I am ambitious
- I don't mind a job with long hours \*
- I like responsibility
- I am often nervous or anxious
- I like routine
- I don't care what I will be doing in 10 years' time
- I like working outside \*
- I am patient
- I regard a job simply as a way of making money
- I am quiet
- I am lazy
- I am loud and outspoken
- I am easily annoyed
- I am concerned about what I will be doing in 10 years' time \*
- I like to be kept busy \*
- I am good at finishing a job I start
- I give up easily when things get difficult
- I would not like to be told what to do
- I am reliable \*

Jobs that might be right for me:

ear horse assistant not (animal care)

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Name:

Date:

19/11/10

Module: Preparation for Work

Challenge 4: Discuss personal and employability skills and draw up a personal plan

PW1.4

## Personal Plan

Area for improvement	How you plan to do it	By when
<b>Example:</b> I want to improve my time keeping	I will make sure I always allow an extra five minutes for journeys	starting tomorrow (review in 1 month)
SKILLS		
remembering things	make notes to help me to remember things.	by next week
working to deadlines	I will make sure I work to deadline by making a note with the deadline on	by next week.
dealing with public	talk more to strangers, getting a Saturday job.	by next week.
QUALITIES		
well spoken	To practise speaking to groups	next week
enthusiastic	improve my motivation.	next week
sensible	be more serious towards my work.	next week.
ACHIEVEMENTS		
complete GCSEs	attend course every day	<del>next</del>
equitation competitions	practise my horse on a regular basis.	
PSE	attending the courts every day.	



Name:

Date:

25/12/15

Module: Preparation for Work

Challenge 6: Research the skills and qualities needed for a job you are interested in

PW2.2

## Research Notes



The job that I am interested in:



Job description:

assistant vet  
 veterinary nurse assist: veterinary  
 surgeons in the diagnosis, treatment  
 and care of sick or injured  
 domestic and farm and zoo animals.

Skills needed for the job:

Skills I have:

1. negligible
2. fit
3. patience
4. communication
5. friendly, kind

- 
- 
- 
- 
- 

Qualities needed for the job:

Qualities I have:

1. friendly
2. patience
3. sensible
4. caring
5. polite

- 
- 
- 
- 
- 

I need to improve:

on time, patience,

## Job profiles

### Veterinary nurse

Veterinary nurses support vets in providing nursing care for sick, injured and hospitalised animals. They also play an important role in educating owners on good standards of animal care and welfare. If you love animals and want to look after their health, this could be ideal for you.

In this job, you'll need to be calm and confident when handling animals. You'll also need to be sympathetic when dealing with upset or nervous owners.

You can qualify as a veterinary nurse either through work-based training or by taking a higher education qualification.



Hours 35-40 per week

Starting salary £18,000 + per year

## Work activities

As a veterinary nurse, your work will vary day to day, but you're likely to:

- speak to animal owners to find out what the problem is
- take blood, urine and other samples from animals where required
- take x-rays if needed
- prepare animals for treatment
- assist vets during treatments or operations
- give injections and medication under instruction of the vet
- carry out minor procedures, such as removing stitches
- talk to pet owners about how to care for their animals while they recover
- supervise and help train animal care assistants
- keep administration records up to date

You might also:

- take care of in-patient animals, for instance feeding, cleaning and exercising them
- hold clinics for post operation checks and weight management
- give owners advice about preventative care

In a smaller practice, you may also cover some reception duties.

## Working hours and conditions

You would work between 35 and 40 hours a week, often with evening, weekend and on-call duties.

Your employer would usually provide a uniform and protective clothing.

## Income

118



Qualified veterinary nurses can earn between £18,000 and £22,000 a year, depending on experience. Senior veterinary nurses can earn up to £26,000 a year.

Figures are intended as a guideline only.

## Entry requirements

You can qualify as a veterinary nurse through work-based training or by completing a higher education course. Both of these routes allow you to register as a veterinary nurse with the Royal College of Veterinary Surgeons (RCVS). You'll need this registration to find work.

### Work-based training

You can train on an advanced apprenticeship in Veterinary Nursing or take a college course that includes work placements. Both of these options lead to the Level 3 Diploma in Veterinary Nursing qualification.

To enrol on an apprenticeship, you'll need to find work as a trainee with an approved veterinary training practice before you can start. With a college course, the college may be able to organise work placements for you, although you can find them yourself if you wish.

When you're looking for work or a placement, it will help if you have some relevant experience. This can be as a volunteer with a vet, or in other settings, such as local kennels and animal welfare centres, or with the PDSA or RSPCA.

Visit the RCVS for a list of approved training providers [↗](#) and colleges [↗](#)

You'll normally need some GCSEs or equivalent qualifications to get onto an advanced apprenticeship or college course. These include:

- 5 GCSEs (A\*-C) including maths, English and a science
- Level 2 Diploma for Veterinary Nursing Assistants plus some GCSEs.

Entry requirements vary between training providers offering these courses, so check with them for exact details.

The Level 3 Diploma in Veterinary Nursing can take around two to three years to complete and you can choose to specialise in equine care or working with small animals.

### Higher education

The higher education route involves taking an RCVS-approved veterinary nursing foundation degree or degree. This option combines a substantial amount of time on work placement with an academic qualification. It normally takes between two and four years to complete the training.

To get on to a higher education course you'll usually need:

- at least two A levels, preferably in chemistry and/or biology, or equivalent qualifications
- at least five GCSEs (A\*-C) including English, maths and a science
- evidence of relevant work experience - paid or voluntary.

Check the exact requirements with individual colleges and universities.

You can search for course providers on the RCVS and UCAS websites.

- RCVS [↗](#) (approved qualifications and providers)
- UCAS [↗](#)

The British Veterinary Nursing Association (BVNA) and the RCVS have more careers advice on their websites.

- British Veterinary Nursing Association [↗](#) (careers)
- RCVS [↗](#) (careers leaflet)

## Training and development

Once you are qualified and experienced, you can add to your skills and knowledge by doing short courses or further qualifications. The BVNA runs a number of short courses as part of their continuing professional development programme for members and non-members.

You could also develop your career prospects by taking higher qualifications, such as a foundation degree or degree in veterinary nursing. If you already have a degree, you could take a postgraduate course in veterinary science.

## Skills, interests and qualities


To become a veterinary nurse, you'll need:


- concern for animal welfare without being too sentimental
- calmness and confidence when handling animals
- a tactful and sympathetic approach with upset or nervous owners
- an interest in science, particularly biology
- willingness to carry out unpleasant tasks
- the ability to communicate well with owners and colleagues
- administration and IT skills
- a willingness to take professional development training

## More information

Lantra   
 Tel: 02476 696996  
 www.lantra.co.uk

Royal College of Veterinary Surgeons (RCVS)   
 020 7222 2001  
 www.rcvs.org.uk

British Veterinary Nursing Association (BVNA)   
 Tel: 01279 408 644  
 www.bvna.org.uk



British Equine Veterinary Association (BEVA)   
 Tel: 01638 723 555  
 www.beva.org.uk

## Opportunities

Many veterinary nurses are employed in general veterinary practices, but you could also find work in research establishments, laboratories, universities, colleges, zoological/wildlife parks, charities, pharmaceutical companies and breeding/boarding kennels.

With experience, you may be able to take on more responsibility, such as practice management, supervising and training new staff or working in veterinary hospitals. You could also complete further studies to become a lecturer or researcher.

You may find the following link useful for job vacancies and general reading:

- Animal Jobs Direct 
- Universal Jobmatch 

## Job market information

This section gives you an overview of the job area that this profile belongs to. You can use it to work out your next career move. It can help if you're looking for a job now or want to do some further training.

The 'Market statistics' charts are based on figures from the UK Commission for Employment and Skills (UKCES) and the Office for National Statistics (ONS).

The list of job vacancies under 'Apply for jobs' is from the Universal Jobmatch database. The vacancies are not from the National Careers Service.



### Median income: Caring services



This chart shows the median, or middle, annual income figure for full-time workers in this sector compared to the national median figure for all sectors.

### Gender: Caring services



This chart shows the proportion of men and women working in this sector.

### Working pattern: Caring services



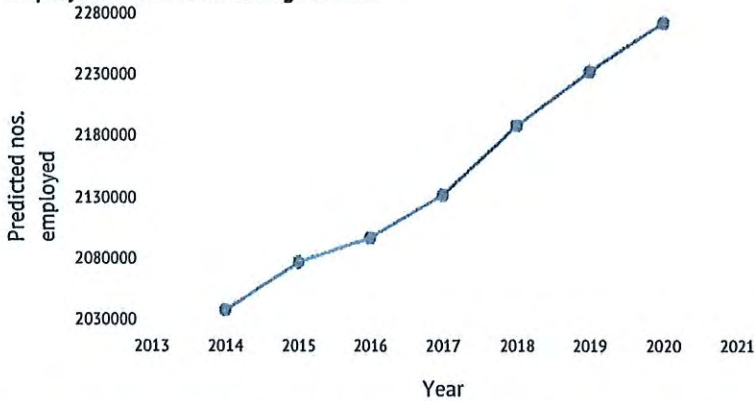
This chart gives a breakdown of how people are employed in this sector.

### Gaps in sector due to skills shortages: Caring services



This chart shows the proportion of vacancies in this sector that employers said are due to skills shortages. This compares with the overall figure across all sectors.

### Employment forecast: Caring services



This graph shows the predicted numbers of people that will be working in this sector between now and 2020.

Name:

Date:

Module: Preparation for Work

Challenge 7: Research three jobs and describe which of your strengths would suit them

PW2.1

PW2.2

## Summary



**Job 1:** vet assistant

Suitable skills I have: following instructions  
practical work.

Suitable qualities I have: to be caring. ~~for~~ being patients

Useful achievements: ~~experience~~ <sup>experience</sup> with animals

I would need to develop: more qualification.

**Job 2:** Farmer

Suitable skills I have: remembering things and using tools  
equipment.

Suitable qualities I have: strong and motivated.

Useful achievements: ~~experience~~ experience

I would need to develop: with other animals.

**Job 3:** Shop assistant

Suitable skills I have: money management, dealing with  
the public.

Suitable qualities I have: to be confident, ~~friendly~~ <sup>friendly</sup>

Useful achievements: month level 1

I would need to develop: voluntary work.



Name:

Date:

Module: Preparation for Work

Challenge 7: Research three jobs and describe which of your strengths would suit them

PW2.1

PW2.2

## Job Examples (1)

Job	Skills needed	Qualities needed
Supermarket Check-out Assistant	handling money	Friendly
Shop Assistant at a garden centre	dealing with the public	Deftness
Farm Worker	Being fit	Strong
Nursery Nurse	giving instructions	Caring
Builder	using tools/ equipment	Strong <del>Hand</del> hand working
School Receptionist	using computers	Smart

## Job profiles

# Veterinary nurse

Veterinary nurses support vets in providing nursing care for sick, injured and hospitalised animals. They also play an important role in educating owners on good standards of animal care and welfare. If you love animals and want to look after their health, this could be ideal for you.

In this job, you'll need to be **calm and confident** when handling animals. You'll also need to be **sympathetic** when dealing with upset or nervous owners.

You can qualify as a veterinary nurse either through work-based training or by taking a higher education qualification.



Hours	35-40 per week
Starting salary	£18,000 + per year

## Work activities

As a veterinary nurse, your work will vary day to day, but you're likely to:

- speak to animal owners to find out what the problem is
- take blood, urine and other samples from animals where required
- take x-rays if needed
- prepare animals for treatment
- assist vets during treatments or operations
- give injections and medication under instruction of the vet
- carry out minor procedures, such as removing stitches
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You might also:

- take care of in-patient animals, for instance feeding, cleaning and exercising them
- hold clinics for post operation checks and weight management
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In a smaller practice, you may also cover some reception duties.

## Working hours and conditions

You would work between 35 and 40 hours a week, often with evening, weekend and on-call duties.

Your employer would usually provide a uniform and protective clothing.

## Income



Qualified veterinary nurses can earn between £18,000 and £22,000 a year, depending on experience. Senior veterinary nurses can earn up to £26,000 a year.

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## Entry requirements

You can qualify as a veterinary nurse through work-based training or by completing a higher education course. Both of these routes allow you to register as a veterinary nurse with the Royal College of Veterinary Surgeons (RCVS). You'll need this registration to find work.

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## Skills, interests and qualities


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### Median income: Caring services



This chart shows the median, or middle, annual income figure for full-time workers in this sector compared to the national median figure for all sectors.

### Gender: Caring services



This chart shows the proportion of men and women working in this sector.

### Working pattern: Caring services



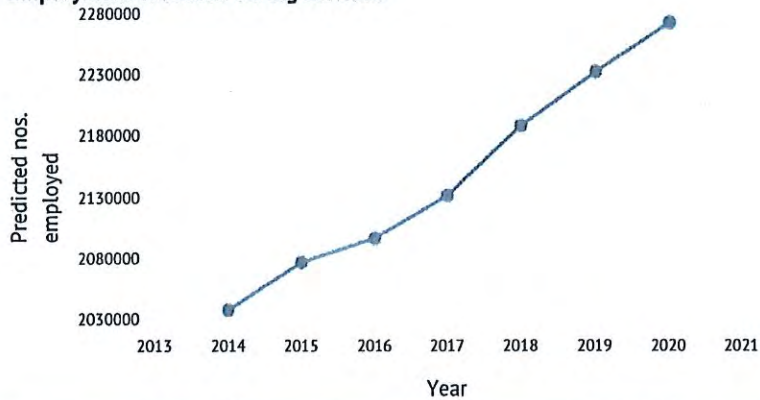
This chart gives a breakdown of how people are employed in this sector.

### Gaps in sector due to skills shortages: Caring services



This chart shows the proportion of vacancies in this sector that employers said are due to skills shortages. This compares with the overall figure across all sectors.

### Employment forecast: Caring services



This graph shows the predicted numbers of people that will be working in this sector between now and 2020.

## Job profiles

### Farm manager

Farm managers work in crop or livestock production, or in mixed farming. They are responsible for managing staff, planning production targets, and marketing and selling produce.

If you enjoy working outdoors and want a varied career with lots of challenges, farm management could just be the job for you.

You will need excellent business skills, a good head for figures and the ability to get the most out of your team. You'll usually need a driving licence.

Most farm managers have some farming experience and a qualification in agriculture.



Hours Variable

Starting salary £20,000 + per year

## Work activities

Farm managers run their own businesses or are employed by owners or tenants to run a farm efficiently and profitably. They may run a whole farm or just part of it, such as a dairy unit.

As a farm manager, you could work on one of three main types of farm - livestock (animals), arable (crops) or mixed (animals and crops). Your work would depend partly on the type of farm, but could include:

- planning how the farm will run over the coming year
- setting budget and production targets
- buying and selling animals or produce
- keeping financial records and records of livestock and/or crops
- recruiting, training and supervising staff
- working with vets to monitor animals for infection and disease
- working with officials on areas like habitat conservation

On smaller farms, you may do practical farm work, such as looking after livestock, driving tractors and other machinery, and harvesting crops.

You could also have responsibility for other activities where the business has diversified, for example there may be a farm shop, horse riding facilities or accommodation for tourists.

## Working hours and conditions

Your working hours would vary depending on the time of year. At busy times you are likely to work long hours, with early morning, evening and weekend work.

The job would combine office work with time spent outside around the farm in all weather conditions. If you are involved in practical farm work, this will often be physically demanding.

You will need a driving licence for most jobs.



## Income

Starting salaries for farm managers are around £20,000 to £22,000 a year. With experience, managers may earn between £25,000 and £30,000.

The manager of a large farm with over ten years' experience could earn upwards of £50,000 a year.

Individual employers may pay more according to the manager's skill and experience.

Farm managers may be provided with rent-free accommodation and a vehicle. There may also be other benefits such as farm produce and a pension scheme.

Figures are intended as a guideline only.

## Entry requirements

You will need practical farming experience to work as a farm manager. This would normally be gained from working as a supervisor, dairy/arable unit manager or assistant manager.

Most farm managers also have a qualification in agriculture. Courses and qualifications are available through agricultural colleges and universities. They include foundation degrees, HNDs and degrees in:

- agriculture
  - land management
  - farm business management
- crop and livestock production

There is also a Level 4 Certificate in Work-based Agricultural Management.

You can search for courses on the UCAS website and also find a list of UK agricultural colleges on the Landex website. Check with colleges and universities for exact course entry requirements.

- UCAS [↗](#)
- Landex [↗](#)

You can find more information about careers in farming and agriculture on the Lantra careers website.

- Lantra - careers [↗](#)

## Training and development

As you are working as a farm manager, you could develop your career by studying part-time, for example to top-up a foundation degree to a degree.

You would need to keep up to date with the latest developments in agriculture and farming issues. You could do this by attending short courses, workshops and seminars organised by agricultural colleges, and professional bodies like the NFU and the Institute of Agricultural Management (IAgrM).

You can also find specialised training courses on the websites of Lantra Awards and City & Guilds Land-based Services.

- Lantra Awards [↗](#)
- City & Guilds Land-based Services [↗](#)

A wide variety of subjects is available, such as business planning, management methods and advice on diversifying into other areas, like specialist food production, farm shops, crafts training and tourism.

Membership of a professional body like the NFU or IAgrM will also give you access to advice, support and networking opportunities. See their websites for more details.

- NFU [↗](#)
- IAgrM [↗](#)

## Skills, interests and qualities

To be a farm manager, you will need:


05/04/2016

Farm manager job information | National Careers Service

PW 2.1  
PW 2.2

- business management skills
- the ability to organise and motivate staff
- the ability to find and develop new activities to keep the farm profitable
- budgeting skills
- computer skills
- good communication skills
- knowledge of legislation and regulations relevant to farming
- the ability to work under pressure
- a willingness to work flexibly

## More information

Lantra Awards   
[www.lantra-awards.co.uk](http://www.lantra-awards.co.uk)

Lantra   
Lantra House  
Stoneleigh Park  
Nr Coventry  
Warwickshire  
CV8 2LG  
Tel: 02476 696996  
[www.lantra.co.uk](http://www.lantra.co.uk)

City & Guilds Land Based Services   
[www.nptc.org.uk](http://www.nptc.org.uk)

## Opportunities

You could find work with farm owners and tenants, commercial organisations, universities and research institutions.

You may need to change jobs to gain wider experience and promotion. With experience, you may be able to move into other areas, such as agricultural advisory work for government bodies, consultancy or teaching.

You may find the following useful for job vacancies and general reading:

- Farmers Weekly 
- Farmers Guardian 
- Farming UK 
- NFU 
- Institute of Agricultural Management 
- Defra 

## Job market information

This section gives you an overview of the job area that this profile belongs to. You can use it to work out your next career move. It can help if you're looking for a job now or want to do some further training.

The 'Market statistics' charts are based on figures from the UK Commission for Employment and Skills (UKCES) and the Office for National Statistics (ONS).

The list of job vacancies under 'Apply for jobs' is from the Universal Jobmatch database. The vacancies are not from the National Careers Service.

[Market statistics](#) [Apply for jobs](#) [Find courses](#)



**Median income: Management**

Sector	£29521
UK	£27017

This chart shows the median, or middle, annual income figure for full-time workers in this sector compared to the national median figure for all sectors.

**Gender: Management**

Male	54%
Female	46%

This chart shows the proportion of men and women working in this sector.

**Working pattern: Management**

Self-employed	29%
Full-time	59%
Part-time	12%

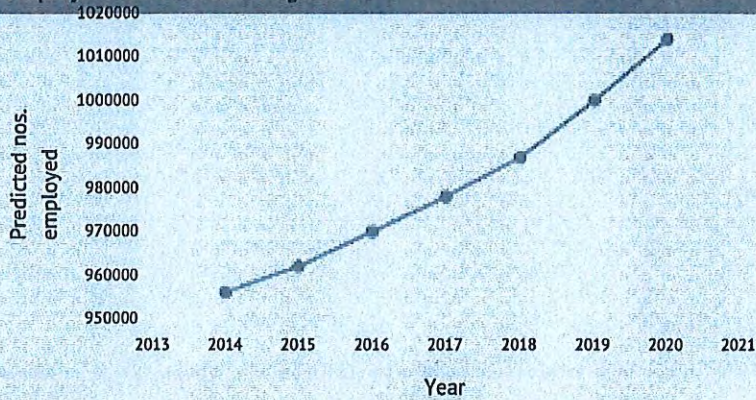
This chart gives a breakdown of how people are employed in this sector.

**Gaps in sector due to skills shortages: Management**

All vacancies	23%
This sector	25%

This chart shows the proportion of vacancies in this sector that employers said are due to skills shortages. This compares with the overall figure across all sectors.

**Employment forecast: Management**



This graph shows the predicted numbers of people that will be working in this sector between now and 2020.

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## Job profiles

### Sales assistant

If you like the idea of making shopping more enjoyable for people and can get along with a wide variety of different customers, a sales assistant job could be just right for you. There are lots of places you could work as a sales assistant. You'll find these mainly on your local high street or in a shopping centre.

Most employers will be more interested in your ability to work with people and in your positive attitude than your formal qualifications. However, you will need to have a reasonable standard of maths as you will be handling cash and checking stock.

To be a good sales assistant it's important that you're able to work as part of a team, and that you're helpful, friendly and polite. You also need to be reliable, honest and responsible.



Hours

35-40 per week

Starting salary

£11,000 + per year

## The work

The places you could work include supermarkets, fashion stores and department stores, and you could be:

- serving and advising customers
- taking payment
- helping customers to find the goods they want
- advising on stock amounts
- giving information on products and prices
- stacking shelves or displaying goods in an attractive way
- arranging window displays
- promoting special offers or store cards
- ordering goods
- handling complaints or passing them on to a manager

Some stores, for example mobile phone shops, DIY or electrical goods stores, would usually expect you to have a lot of knowledge about their products before you apply.

## Hours

In a full-time job you would normally work between 35 and 40 hours a week, possibly including weekends and evenings. Part-time work is often available and you may work shifts.

You would spend a lot of time on your feet and may need to lift and carry items of stock. You would often wear a uniform.

## Income

Full-time salaries can be between £11,000 and £15,000 a year. Supervisors can earn between £15,000 and £20,000 a year.

Many larger retail companies also offer benefits like staff discounts, extra pay depending on how much you sell (known as commission) and bonus schemes.



Figures are intended as a guideline only.

## Entry requirements

Good customer care skills are essential and when applying for jobs, it will be helpful if you already have some experience of working with the public. Good literacy and numeracy skills will also be useful, for example for when handling cash.


Many stores employ temporary staff at busy times such as Christmas, and this can be a good way of getting experience that can lead to a permanent job.

You may also be able to start this career through an Apprenticeship scheme. You will need to check which schemes run in your local area.

For more information, visit the Apprenticeships website.

- Apprenticeships 

You could find out more about working in retail by contacting one of the retail skills shops set up by the National Skills Academy for Retail. These are based in shopping centres and high streets all over the UK. You could find your nearest skills shop and get in touch by visiting their website.

- National Skills Academy for Retail 

## Training and development

Most of your training would be done on the job. Larger retailers often have structured in-house training schemes, which you can follow as your career develops.

Your training may include the chance to gain qualifications such as the Award, Certificate and Diploma in Retail Skills at levels 1, 2 and 3. You could also choose to specialise by taking options, depending on your job. Options include:

- Fashion Retail
- Sales Professional
- Visual Merchandising
- Retail Management

You may also receive other training related to your job, such as food hygiene training, if you work with fresh foods.

If you want to go further, you could take a higher level qualification like a foundation degree in retail. These normally cover areas such as retail operations, marketing, consumer law and management.

Training is available at colleges, through work and with National Skills Academy for Retail training centres.


## Skills, interests and qualities

You would need to be:

- a good communicator
- able to get on well with people
- able to work as part of a team
- friendly, polite and helpful
- confident and tactful
- energetic
- reliable and responsible
- honest

You will also need to have basic maths skills.

## More information

National Skills Academy for Retail   
[www.nsaforretail.com](http://www.nsaforretail.com)



## Opportunities

Jobs may be advertised in the local papers, Jobcentre Plus, on employers' own websites and in stores.

Promotion prospects can be good, especially in larger companies that provide staff training. With experience, you could progress into management or merchandising.

You may find the following useful for job vacancies and further reading:

- InRetail 
- Retail Careers 
- Retail Moves 
- Retail Week 
- Talking Retail 

## Job market information

This section gives you an overview of the job area that this profile belongs to. You can use it to work out your next career move. It can help if you're looking for a job now or want to do some further training.

The 'Market statistics' charts are based on figures from the UK Commission for Employment and Skills (UKCES) and the Office for National Statistics (ONS).

The list of job vacancies under 'Apply for jobs' is from the Universal Jobmatch database. The vacancies are not from the National Careers Service.

### Market statistics [Apply for jobs](#) [Find courses](#)

#### Median income: Sales

Sector	£15825
UK	£27017

This chart shows the median, or middle, annual income figure for full-time workers in this sector compared to the national median figure for all sectors.

#### Gender: Sales

Male	38%
Female	62%

This chart shows the proportion of men and women working in this sector.

#### Working pattern: Sales

Self-employed	4%
Full-time	29%
Part-time	67%

This chart gives a breakdown of how people are employed in this sector.

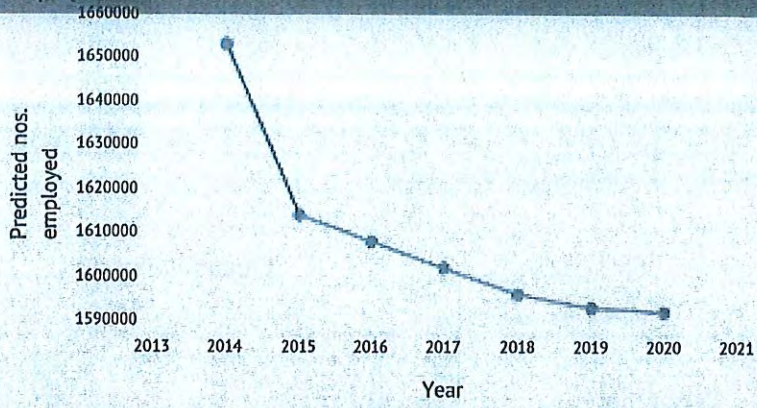
#### Gaps in sector due to skills shortages: Sales

All vacancies	23%
This sector	15%

This chart shows the proportion of vacancies in this sector that employers said are due to skills shortages. This compares with the overall figure across all sectors.



Employment forecast: Sales



This graph shows the predicted numbers of people that will be working in this sector between now and 2020.

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## Job Examples (2)

Job	Skills needed	Qualities needed
Bar staff	money management	Friendly
entertainer <del>Entertainer</del>	dealing with public	Confident
Roofer	good with tools	Strong
Shop assistant	money management	Polite
Youth worker	working with others	Caring
Factory worker	working with tools	punctual



	YES	NO
I AM GOOD AT LISTENING	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I DON'T LISTEN WHEN OTHERS ARE TALKING	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I AM ALWAYS LATE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I AM GOOD AT CONCENTRATING ON TASKS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I DO WHAT I AM TOLD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I EXCLUDE PEOPLE SOMETIMES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EVERYTHING I SEEM TO DO FAILS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I AM LAZY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AM A GOOD LEADER	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I TRY REALLY HARD AT EVERYTHING I DO	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I LOOSE MY TEMPER EASILY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AM GOOD AT WORKING ON MY OWN	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AM REALLY HELPFUL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I DON'T RESPOND WHEN PEOPLE TELL ME WHAT TO DO	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I PUT MYSELF DOWN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I CAN TAKE CRITICISM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I DON'T TRY MY HARDEST AT THINGS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I TRY AND HELP OTHERS WHEN THEY ARE STRUGGLING	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I AM TRUSTWORTHY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AM GOOD AT WORKING IN A TEAM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AM A CONFIDENT PERSON	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AM GOOD AT LISTENING TO INSTRUCTIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I HAVE GOT A LOT OF SKILLS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I DONT TELL PEOPLE HOW I FEEL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I PUT PEOPLE DOWN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I AM HONEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I DON'T LIKE WORKING IN A TEAM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I LIKE TO TRY NEW WAYS OF DOING THINGS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AM NOT REALLY GOOD AT ANYTHING IN PARTICULAR	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## SKILLS AND QUALITIES

A SKILL IS something that you learn to  
do over a period of time

## MY TOP 3 SKILLS ARE

1. Horse riding
2. reading
3. writing

A QUALITY IS something that you  
would have been born with.

## MY TOP 3 QUALITIES ARE

1. listening
2. reading
3. writing

Things I would like to improve are

Being patient  
writing undereatures



# Application for employment

**jobcentreplus**

Department for  
Work and Pensions

## General guidance notes

- Practice writing your answers on a blank piece of paper before you fill in the application form so you don't make mistakes. Mistakes on the form will not impress an employer.
- Fill in the application form in black ink and use CAPITAL letters.
- Answer all the questions with information that is relevant to the job you're applying for. Avoid using 'Not applicable' (n/a).
- Keep a photocopy of your form as a useful reminder of what you wrote if you get an interview.
- If you have difficulty filling in the form, ask someone at Jobcentre Plus to help you.
- **For overseas vacancies only** you must have a valid passport or EEA ID card. You can send a CV with the form instead of filling in section 6 and 7. If the employer asks for copies of documents, do not send the originals. The employer may ask to see the original documents if you get an interview. Remember to take the documents with you if they have asked to see them.

## Guidance for filling in this form

**Sections 1 to 4** Fill in all the details in CAPITAL letters.

**Section 5** Give details of all driving licences you hold. For example motorcycle, car, HGV and PCV.

**Section 6** Give details of all your previous jobs, putting the most recent job first then working back. Give as much detail as possible about your duties in each job, highlighting anything that is particularly relevant to the job you're applying for. Use a separate sheet of paper if necessary.

**Section 7** Give details of universities, colleges, schools or other training places you have attended, putting the most recent first then working back. List any examinations you took and the grades and results you achieved.

**Section 8** You must fill in this section if you are applying for an overseas vacancy.

**Section 9** This section is very important because it gives you the chance to sell your skills to the employer. Include any information that you feel makes you particularly suitable for the job. For example, previous experience, voluntary work, hobbies, language skills and relevant study and qualifications. If you don't have any formal qualifications, mention what you were good at or particularly enjoyed at school.

**Section 10** If there is an age limit on the vacancy you must tick this box to confirm that you meet the age requirement.

**Section 11** Give the names, addresses and telephone numbers of two people who will act as character references for you. This is usually a previous employer and someone you have known for at least five years such as a family friend or neighbour, but not a relative. Please check with the people that they are willing to provide a reference for you before you put their details on the form.

**Section 12** Tell us in this section about any special arrangements you need if you are invited for an interview.

**Section 13** Tick this box if

- you have a disability **and**
- the employer uses the disability symbol, **and**
- you want to ask for a guaranteed interview, provided you meet the minimum criteria for the job posting.

**Section 14** Sign and date the form to confirm that the information you have given is correct.

Please tear off ►  
this page



**Data Protection Act 1988**

Jobcentre Plus may put the information you give on this form onto a computer system to help your application.

**Application for employment**

**About the vacancy**

Vacancy applied for

Vacancy number

Employer's name

Closing date

Return this form to

**Personal details**

1 Title Mr  Mrs  Miss  Ms  Other  Please specify

Surname  Other names

2 Address

3 Full daytime phone number  Full evening phone number

4 E-mail address

5 Driving licences held

Include any points on your licence and the reasons for them.

6 Work history Start with your most recent job and work back. Continue on a separate sheet if necessary.

Employer	Position held and description of duties	Reason for leaving

Please turn over ▶

7 Education and training: Start with the most recent and work back. Continue on a separate sheet if necessary.

University, college, school or other place	Course studied and qualifications achieved
<del>XXXXXXXXXX</del> CAERLEON HIGH SCHOOL	WSEC Level 1 WSEC level 1 Applications concerning number Modern level 1 Personal & active social Art History Geography

8 Do you hold a current valid passport or ID card? For overseas vacancies only.

No  Yes

Neater?

9 Any other evidence to support your application For example, experience relevant to the job you are applying for.

Certificates, Certificates?

10 If there is an age limit on the vacancy, tick this box to confirm that you meet the age requirement

11 References

1	2
John (details)	
Phone number	Phone number
Occupation Tutor	Occupation

12 If you require any particular arrangements when attending an interview, please give details.

NA

13 If the employer uses the disability symbol, tick this box if you have a disability and want to ask for a guaranteed interview if you meet the minimum criteria.

14 I confirm that, to the best of my knowledge, the information I have given on this form is correct.

Signature

[Signature box with a checkmark]

Date

18 11 15  
15/11/15

3142



Name:

Date:

Module: Preparation for Work

Challenge 8: Complete an application form, letter and/or CV for a job or college course

PW8Res

## Constructing a CV

### 1. Personal details

Name (in capital letters)

Address (in full)

Phone number & Email address

### 2. Profile/Personal Statement

This is meant to be a very brief summary of your achievements to date. This is where you make your initial impact, so provide personal qualities that will catch the eye of your potential employer.

#### Example:

I am a good team player. I have good communication and interpersonal skills and my approach to others shows a compassionate and patient manner. I am a punctual, smart and intelligent individual who carries out all tasks with a positive and enthusiastic attitude. I am used to working under pressure.

### 3. Skills

This part of your CV should be used to LIST your skills that will be of most use to your potential employer.

By keeping this list simple and uncomplicated your CV can be used for a variety of different types of job application. A good example would be to list the skills gained during your ASDAN studies:

- Improving own Learning and Performance
- Working with Others
- Problem Solving
- Communication
- Literacy
- Information Technology
- Application of Number/Numeracy

### 4. Employment/School History

Write the list of all your work and school experience starting with the most recent.

- i) List any jobs you have had with dates, including your responsibilities
- ii) For school history, start with your current school
- iii) Include the approximate dates of when you attended each – Seniors/Juniors/Infants etc



Name:

Date:

Module: Preparation for Work

Challenge 8: Complete an application form, letter and/or CV for a job or college course

PW2.3

## Checklist: CV

### General Information

Curriculum Vitae is Latin and means 'Course of Life'.

This is a personal document, which charts your career achievements and history, qualifications, key skills, hobbies and leisure pursuits.

It is designed to reduce the length of time that a potential employer has to spend interviewing you for employment.

### Construction of a CV:

- Name, address, phone numbers, email
- Profile/Personal Statement
- Skills, e.g. Key/Core Skills
- Employment/school history
- Qualifications
- Hobbies and interests

### CV writing rules:

- All spelling, grammar and punctuation must be accurate
- Be brief – do not waffle
- Never be dishonest – although there maybe scope to 'embellish' your achievements
- Where possible use a good quality paper. This will help your CV stand out from all the others
- Present your CV in an 'easy to read' and legible format
- If possible present your CV on one side of A4 paper (employers are put off if they have to read through rafts of paperwork)

### Remember!

**A well constructed, clear, concise and brief CV is a good advertisement for you and will greatly improve your chances of landing the employment you are seeking.**



I'm a happy and confident person. I'm a friendly person and <sup>can</sup> get along with anyone. I'm a very helpful person and good with my IT skills. I'm like to keep myself fit and I'm very motivated, especially with my horse, so that's my hobby is and where I am in my spare time.

I love working with others or on my own, I'm good at handling money and good at using a computer. I can use some tools/equipment (depending on what type).

I haven't really done much work as to my age but willing to try new things and learn. ~~There are~~ I have done used general mucking out, grooming, horse care, riding and tending the animal. I have also done easy jobs like baby sitting children, I'm really flexible with my hours and can work weekends.



Skills - Horse riding

- Handling money
- using tools/equipment

- WJEC Level 1 numeracy

- WJEC Level 1 Communication

- ASDAN Short Course History

// // Expressive Art

// // Geography

// // Activities

ASDAN Level 1 personal/social development.



I'm a happy and confidence kind and friendly person and gets along with anyone. im a very helpful person and good with my IT skills. I have to keep myself motivated and fit for my hobby. I own my own horse and spend most of my time up the yard.

I love working with others or on my own, I can handle money and good at using a computer. I can use some tools/equipment (depending on what type)

I haven't really done much work as to my age but willing to try new things and learn. I have done yard tasks like mucking out, grooming, riding, taking care and loving my pony. I have also done easy jobs like babysitting children. im really flexible with my hours and can work weekends.

Skills-horse riding

Handling money

Using tools/equipment

Wjec level 1 numeracy

Wjec level 1 communication

ASDAN SHORT COURSE HISTORY

" "EXPRESSIVE ART

" "GEORGRAPHY

" "ACTIVITIES

ASDAN LEVEL 1 PERSONAL/SOCIAL DEVELOPMENT

draft

*draft*

---

---

Tel:

### Personal Statement:

I am a happy and confident, kind and friendly person and find it easy to get along with anyone. I am a very helpful person. I have to keep myself motivated and fit as I own my own horse and spend most of my free time up at the stables. I love working with others or on my own, I can handle money and have good IT skills.

*would like* I have ~~not had~~ the opportunity to take on work *and* ~~and have~~ relatively little experience but am willing to try new things and learn. I have done yard tasks like mucking out, grooming, riding and taking care of my pony. I am flexible with my hours and am willing to work weekends.

### Skills:

Horse riding

Handling money

Adept at using tools/equipment

### Qualifications:

WJEC Level 1 Numeracy

WJEC Level 1 Communication

ASDAN Short Course History

ASDAN Short Course Expressive Art

ASDAN Short Course Geography

ASDAN Short Course Activities

ASDAN Level 1 Personal/Social Development

### References:

Available upon request



---

Tel:

Personal Statement:

I am a happy and confident, kind and friendly person and find it easy to get along with anyone. I am a very helpful person. I have to keep myself motivated and fit as I own my own horse and ride competitively. I love working with others or on my own, I can handle money and have good IT skills.

I would like the opportunity to take on work and although I have relatively little experience I am willing to try new things and learn. I am flexible with my hours and am willing to work weekends.

Qualifications:

WJEC Level 1 Numeracy

WJEC Level 1 Communication

ASDAN Short Course History

ASDAN Short Course Expressive Art

ASDAN Short Course Geography

ASDAN Short Course Activities

ASDAN Level 1 Personal and Social Development

Hobbies and Interests:

I spend a lot of my free time at the stables taking care of my pony. I have to complete a variety of yard tasks like mucking out, grooming, riding and I have also competed competitively with my pony. Any other free time I have is spent socialising with friends and family.

References:

– Tutor

Email:

– Youth Worker

Email:

Name:

Date:

Module: Preparation for Work

Challenge 8: Complete an application form, letter and/or CV for a job or college course

PW8Res

## Completing a Job Application Form

- 1. Read the form, any instructions and job description carefully.** What do they really want? Thinking of your experience and interests, make notes on any points/strengths you want to stress in your application.
- 2. Photocopy the application form.** Then you can practise on a rough copy first, to make sure your answers fit the boxes.
- 3. Use a black pen (it's easier for photocopying).** Complete the form clearly and neatly. Use BLOCK CAPITALS if asked to do so, or if your handwriting isn't easy to read. (Put lined paper underneath the form as you write to keep your writing level).
- 4. Answer all questions which apply to you.** Keep your answers short and to the point. Don't leave boxes empty or draw lines through them. If a question is not relevant to you, put 'not applicable'.
- 5. When writing down details of work experience and qualifications, start with most recent job/courses and track back.** Include any work experience and part-time jobs, mentioning main duties for each job. Only mention exam grades if asked, or if they were really good. Include present courses even if unfinished (just put 'current' in the date box).
- 6. When describing hobbies/interests try to present a balanced range of activities.** ('Something physical, something social, something mental'). Phrase your interests carefully e.g. 'cinema going' avoids the couch potato overtones of 'watching videos'. Don't include any hobbies that an employer might think of as dubious or odd.
- 7. If there's an additional information box, use it to highlight your strengths and to show how your ability and experience are well matched to the job.** (Word process this section in full on a separate sheet if you wish).
- 8. Make sure you have permission from your referees to put their names down.** Check that their details are up-to-date. Talk to them about the job(s) you are applying for.
- 9. Double-check everything!** a) all spelling accurate? b) is it signed/dated? c) is it clear which job you're applying for? d) will it beat the closing date?
- 10. Keep a photocopy to refer to if you get an interview,** and to save time when filling out the next application form.



Name:

Date:

Module: Preparation for Work

Challenge 8: Complete an application form, letter and/or CV for a job or college course

PW2.3  
RES

## Checklist: Letter of Application

### Your letter should include (✓):

- Your address in full
- Date
- Name and address of the person/company you are writing to
- Greeting (If you don't know the person's name use "Dear Sir/Madam")
- The job you are applying for (and the reference number, or where you saw it advertised)
- The school you are attending
- Subjects you are studying
- Experience and interests
- Personal skills and qualities
- Reasons why you should be considered for this job
- A formal closing
- Your signature

### Your letter should be (✓):

- polite, clear and to the point
- written in ink or typed on good quality paper
- clean and neat
- checked for spelling and grammar

Keep a copy of the letter for reference.

Name:

Date:

PSD

Module: Preparation for Work

Challenge 8: Complete an application form, letter and/or CV for a job or college course

PW8Res

## Sample Letter

23 Highway Road  
Islington  
London CM1 4GH

4th March 2006

Manager  
Video Plus Retail Ltd.  
Veal Road  
Eastfield  
London CM1 4FG

Dear Sir or Madam,

I am a year X student at Bromsgrove School in London and will be leaving in July of this year.

I would be grateful if you would consider me for the position of (position name) at your company as advertised.

I am studying the ASDAN PSD Qualification, which means I can work using computers. I have good keyboard skills and know my way around a number of Microsoft Office programmes including Excel and Access. I am also studying History and Graphic Design.

I enjoy many sports and I play for the football team. I like listening to music and I sometimes babysit for my younger sister. I worked as a shop assistant for a year but resigned to spend more time on my studies.

I am a hard worker. I have an excellent punctuality and attendance record. I am easy to get on with and am very keen to learn new skills.

I would be pleased to attend an interview at your convenience.

Yours faithfully,

*Fred Bloggs*

Fred Bloggs

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# TARGETS FOR SELLING MYSELF

What I am good at

Horse riding  
organising

Things I have done that are interesting

Signed:

Target 1

What do I need to improve?

Time keeping

Target 2

What 1 thing can I change?

Fit improve time keeping

Signed:

*[Signature]*

School

SUBJECT

# PASSPORT to a Job

(This is a close up passport photograph)



Surname:

Forename:

Preferred Name:

Date of Birth:

Place of Birth

Nationality:

Chosen Career:

Words that describe me

Happy

confident

friendly

helpful

fit skills

motivated

being fit

truthful

ACADEMIC PROFILE

**JOB EXPECTATIONS**

Subject Strengths:	1	He maths
	2	English
	3	IT IT
Target Subjects:	1	being late
	2	
Hobbies: Horse - Riding		

I am looking forward to:

getting a job.

**THIS COURSE**

I am looking forward to:

A completing the course.

I am nervous about:

the next step.

When I have a job I am not looking forward to

waking up too early.

**SKILLS PROFILE**

Skill Strengths:	1	Happy
	2	confident
	3	using a computer.
Skills I want to improve or learn:	1	Drawing
	2	wasting time keeping



# Preparation for the World of Work <sup>Pw1.2</sup>

## Job Statement Choices

I want to work outdoors	I want to work indoors
I want to work on my own	I want to work with others
I want to work in the same place every day	I want to work in a different place every day
I do not mind doing 'heavy' work	I cannot do 'heavy' work
I want to be paid weekly	I want to be paid monthly
I want to work the same times every day	I do not mind working shifts
I only want to work Monday to Friday	I do not mind working weekends
I only want to work days	I do not mind working nights
I do not mind written work	I do not want to do written work
I do not mind using a computer	I do not want to use a computer
I do not mind using the telephone	I do not want to use the telephone
I do not mind dealing with the public	I do not want to work with the public
I want to work towards gaining qualifications	I do not want to work towards gaining qualifications
In 2 years I want to be in a better job	I want to stay in the same job
I like working with my hands and doing practical things	I do not like doing practical things
I would like a job where I can wear smart clothes	I don't mind wearing overalls or old work clothes
I like working in a busy lively environment	I like working in a quiet environment
I happy to travel up to an hour to get to work	I want work close to home
I don't mind doing the same thing over and over again	I don't want a job where I'm doing the same thing over and over again
I want a job that is physically active	I do not want to be physically active



### Spot the mistakes


PW 2-3

The three people below have applied for a secretarial job.

Which one do you think looks most suitable for a job?


In the spaces next to the drawing write down what each person has done right and wrong.

**a**




- Turned up in a mini skirt  
 - don't look professional  
 - badly language

**b**



- dressed professionally

**c**



- no shoes  
 - pants out

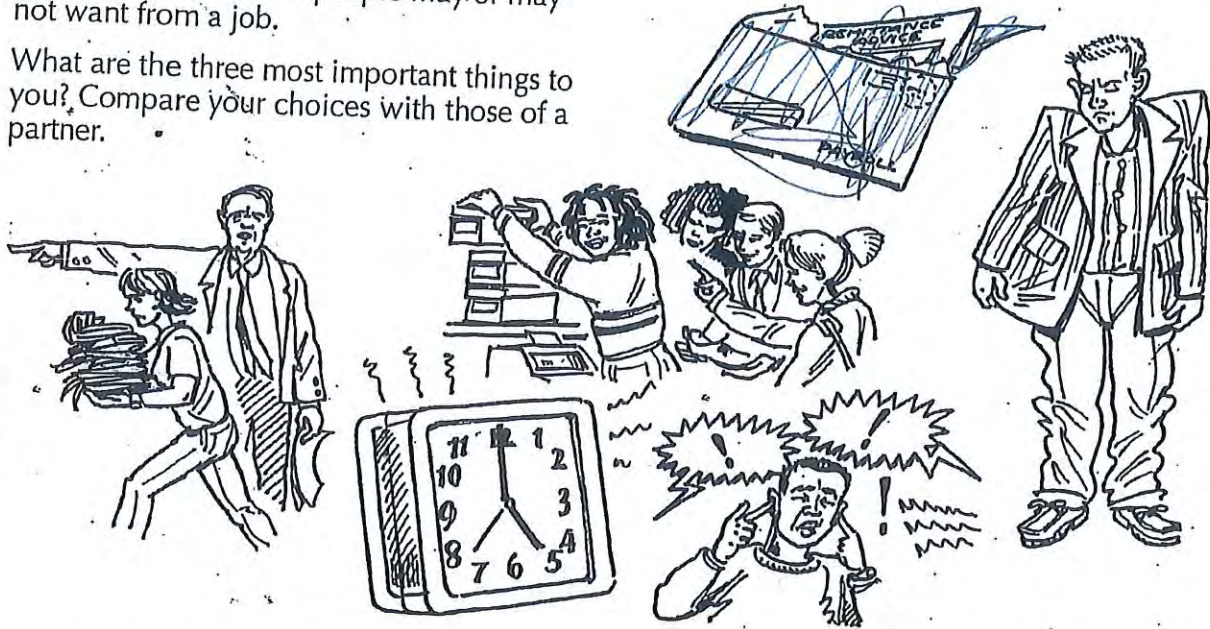


# WHAT DO I WANT?

PWDEV

Different people want different things from a job. Look at the pictures below, which give examples of what people may or may not want from a job.

What are the three most important things to you? Compare your choices with those of a partner.



Look at the list below. Tick the boxes to show which things are more important to you, and which things are less important.

In a group, use your answers to form a 'job priority line'. Line up with the person who agrees most strongly with the first statement, at the head of the line. Do the same for each statement in the table. Were you always in the same place or did you change positions?

I want:	NOT		VERY		
	Very important			Not important	
	1	2	3	4	5
A good salary				/	
To be trained at work				/	
A job near to home		/			
To wear my own clothes		/			
To have weekends off			/		/
Interesting people to work with			/	/	
Promotion opportunities			/	/	
To feel proud of what I do			/	/	
To travel		/		/	
To get up early	/				
To work by myself		/			
To receive bonuses or discounts				/	