Administration (Business Professional)

Unit Title:	**Career planning in administration**
OCR unit number:	8
Level:	2
Credit value:	5
Guided learning hours:	50
Unit reference number:	R/505/7046

Unit purpose and aim

This unit aims to equip candidates with knowledge and understanding of administrative careers and help develop the skills needed to prepare and develop a personal career development plan and CV.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills

The Learner will:
1 Know sources of information on administration jobs
	The Learner can:
	1.1 Identify sources of information to help find a range of administration jobs
		• Sources including:
		  – Personal advisers
		  – Internet
		  – Training centre
		  – Job centres/Job Centre Plus
		  – Job fairs
		  – Job advertisements
		  – Libraries
		  – Word of mouth

2 Understand progression opportunities within a career in administration	2.1 Identify two career paths, including:
	  • Local opportunities
	  • National and international opportunities
	
	2.2 Identify transferable skills from one career path to another	

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills

3 Understand the recruitment process from the applicant's viewpoint	3.1 Explain the steps involved in the recruitment process from the applicant's viewpoint	• Including:
		  – identifying advertisements
		  – checking own skills and experience match job
		  – applying for job – CV/covering letter/application form as appropriate; applying on paper, by email or online as appropriate
		  – invitation to interview
		  – attending interview
		  – clarification of employers' next steps and how this impacts on applicant
		  – taking appropriate steps if successful/unsuccessful
		  – awareness that not all recruitment follows steps above

4 Be able to identify personal development needs	4.1 Identify the benefits of Personal Development Plans (PDPs) to career development and personal life
	
	4.2 Produce a PDP including:
	  • Areas to develop
	  • Own strengths
	  • Action plan
		• Benefits of PDP to career development:
		  – clear idea of the kind of life and work desired
		  – greater confidence in the skills, qualities and attributes possessed
		  – more confidence in making choices
		  – greater ability to compete for jobs
		  – increased ability in solving problems
		  – develop planning skills
		  – develop positive attitude
		
		• Benefits of PDP to personal life:
		  – better understanding of oneself
		  – identify own strengths and weaknesses
		  – making appropriate choices
		  – greater awareness of needs and how to meet these
		  – greater awareness of contribution that can be made
		  – identify priorities for personal development
		  – identify personal development opportunities
		  – create an action plan

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
		- setting short-term targets and confirm understanding of targets - monitor progress and follow a schedule to meet short-term targets - evaluate personal performance
5 Be able to produce a Curriculum Vitae (CV)	5.1 Produce a personal CV including: - Name - Address - Contact details (telephone/mobile number, email address) - Short profile: skills, experience and goals - Education - Qualifications - Career history (including work experience) starting with current job - Referees	- Layout - Accuracy in English - Importance of keeping updated - Importance of selecting appropriate information to suit particular job
6 Be able to assess their suitability for a specific administration job	6.1 Use sources to extract information on jobs in business and administration 6.2 Identify jobs within business and administration 6.3 Assess their own suitability for a job against the stated entry requirements	For example: - skills needed - experience/qualifications needed - type of employers - location of job - what job entails - remuneration and benefits
7 Be able to prepare for a job interview for a specific administration job	7.1 Define questions that could be asked at interview 7.2 Outline how they would answer these questions	- Research the company - Consider appropriate questions to ask - Consider questions which might be asked by the interviewer

Assessment

This unit is assessed by the centre and sent to OCR for moderation.

Guidance on assessment and evidence requirements

This unit is assessed using a model assignment. OCR has produced a model assignment for each unit which centres may use for the purpose of assessment. The model assignment contains a scenario or real-life situation and related tasks which are based on the assessment criteria of the unit.

Centres may either use the model assignment as an entire, holistic assessment for an individual unit, adapt it to suit individual candidates' needs or devise their own assignment. If they choose to adapt the assignment or devise their own assignment they must ensure that the modified assignment will provide candidates with sufficient opportunity to demonstrate achievement of all the assessment criteria in the unit.

Please refer to the model assignment for this unit which can be found on the OCR website www.ocr.org.uk .

Additional information

For further information regarding administration for this qualification, please follow the link to OCR's Administration area.