

Tracking Sheet - Career Planning

Level 1

Learner name

Centre name

To do this you must	Your evidence	Page number	Assessment date
1. Be able to identify possible career options			
1.1 Identify sources of careers advice and guidance			
1.2 Identify two examples of career options relevant to own interests			
1.3 Describe the advantages and disadvantages of the two career options			
1.4 Identify job vacancies, training programmes, or courses for chosen career			
2. Be able to prepare a curriculum vitae (CV)			
2.1 Identify headings and layout for a CV			
2.2 Identify the content to be included in own CV			
2.3 Produce a CV in a format appropriate for seeking employment			
3. Be able to prepare to apply for a job vacancy, training programme or course			
3.1 Obtain an application form for a job vacancy, training programme or course related to own career choice			
3.2 Complete an application form			

3.3 Check the application for errors or omissions			
4. Be able to take part in an interview relevant to training or employment			
4.1 List what needs to be considered in preparing for an interview			
4.2 Take part in a real or simulated interview with self-confidence			
4.3 Identify strengths and areas for improvement in own interview practice			

Assessor feedback

Assessor declaration I confirm that the details above are correct, that the evidence submitted is the learner's own work and that the learner meets all the requirements for the unit:

Learner Name

Assessor Name

Learner Signature

Assessor Signature

Date

Date