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| **Unit Title:** | Job Matching and Securing Supported Employment |
| **Unit Reference Number:** | A/505/2634 |
| **Level:** | Level 3 |
| **Guided Learning Hours:** | 20 |
| **Credit Value:** | 5 |
| **Unit Review Date:** | 31/07/2023 |
| **Withdrawal Date:** | N/A |
| **Sector Subject Area:** | 13.2 Direct Learning Support |
| **Grading Guidance:** | N/A |
| **Assessment Guidance:** | Portfolio of Evidence.Workplace assessment is required for each skills-based learning outcome in this unit, i.e. those beginning, 'be able to'. |
| **Unit Aim:** | N/A |

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| **LEARNING OUTCOMES** | **ASSESSMENT CRITERIA** |
| **The learner will:** | **The learner can:** |

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| 1 | Know how to arrive at a job match. |

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| 1.1 | Outline the different types of information needed abouta) jobseekersb) specific jobs in order to arrive at a job match. |
| 1.2 | Explain how to balance the needs and wishes of the jobseeker with the requirements of the employer in arriving at a job match. |

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| 2 | Be able to arrive at a job match for a client. |

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| 2.1 | Use information about a jobseeker and understanding of different jobs to identify potential jobs for an individual. |
| 2.2 | Assess the extent to which a jobseeker already possesses the necessary skills and abilities to carry out a specific job. |
| 2.3 | Determine whether or not it would be possible to address an identified skills gap between a jobseeker’s current abilities and those required for a specific job (e.g. through training, job coaching, reasonable adjustments or job carving. |
| 2.4 | Determine whether or not the health, safety and well-being of a jobseeker can be assured within a specific workplace. |
| 2.5 | Use appropriate methods to present an identified job match to jobseeker and employer. |

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| 3 | Understand the role of the supported employment practitioner during the recruitment and selection process. |

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| 3.1 | Outline ways in which a supported employment practitioner can advise and guide an employer about recruitment and selection practices for supported employment. |
| 3.2 | Explain how a supported employment practitioner can support a jobseeker to prepare for and participate in the recruitment and selection process. |

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| 4 | Be able to support a client during the recruitment and selection process. |

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| 4.1 | Explain to a jobseeker the recruitment and selection process for a specific job, in a way that enables them to understand and prepare for the experience. |
| 4.2 | Support a jobseeker to prepare a CV in a format that is accessible to them and reflects their experience, skills and interests. |
| 4.3 | Work with a jobseeker to prepare for a recruitment interview. |

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