

CAREER PLANNING IN ADMINISTRATION

Level: 2
 Credits: 5
 Learning Time: 50

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1 Identify sources of information on a range of administration jobs and careers	1.1 Identify sources of information on administration careers
2 Understand progression opportunities within a career in administration	2.1 Identify progression opportunities within a range of career paths within administration
3 Understand the recruitment process	3.1 List the steps involved in the recruitment process from the applicant's viewpoint
4 Be able to identify the benefits of Personal Development Plans (PDPs)	4.1 Identify the benefits of PDPs to career development and personal life 4.2 Produce a PDP
5 Be able to produce a Curriculum Vitae (CV)	5.1 Produce a CV

<p>6 Be able to identify a specific administration job and prepare for an interview</p>	<p>6.1 Extract information from relevant sources that would be of assistance in applying for a specific administration job</p> <p>6.2 Assess their suitability for the job against the stated entry requirements</p> <p>6.3 Define typical questions that are likely to be asked at interview for this job</p> <p>6.4 Outline how they would answer typical interview questions for this job</p>
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Unit 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.