Title:	**Preparing for an Interview**
Level:	E3
Credit value:	2
GLH	20
Unique Reference Number:	T/650/0491
Aim:	The aim of this unit is to provide learners with the skills and knowledge to prepare for an interview for a job or training course application. The tutor will hold the interview with the learner in a simulated work or training recruitment environment.
Assessment	An NOCN assessment booklet has been produced and should be used to evidence all learning outcomes.

Learning outcomes *The learner will:*

1.   Understand how to prepare for an interview.

Delivery content:

The aim of this learning outcome is to ensure that learners understand the different tasks they can complete to fully prepare for an interview for a job or training course.

The learner must:

- **find out information about** the job or training course they are applying for.
- identify the **people** who may be involved in a recruitment interview.
- identify **information** that they may need to take with them to a recruitment interview.
- identify **appropriate clothing** to wear for the interview.
- **prepare answers to potential questions** that may be asked at the interview.
- identify **questions to ask the interviewer** at the end of the interview.

2.   Be able to practice interview skills.

Delivery content:

The aim of this learning outcome is to is to enable learners to practice their interview skills with their tutor, in a simulated work or training provider environment.

The learner must:

- **give answers** to straightforward, open interview questions.
- ask the interviewer questions at the end of the interview.
- identify what went well in the interview and what could be improved.

Scope of Training/Assessment

What would you expect the learner to be able to do or not to do?

For Learning Outcome 1, the expectation is that the learner will select the potential job or training course with the tutor. The tutor can supply the learner with a job description for the job or information about the training course that they are being interviewed for.

The learner must find out information about the job or training course as identified in the 'Requirements' section of this unit. They may, for example, seek information about the job or course from the organisation's website or course recruitment team. They also need to find out about additional information items that they may need to prepare for the interview.

The learner should include their interview preparation notes as evidence for their portfolio. The learner should be made aware that their notes could also help them to prepare for other future interviews.

For Learning Outcome 2, the learner is expected to practice giving answers to interview questions from their tutor. The learner may take their interview preparation notes into the interview with them. Learners may be stretched further by the tutor to provide examples of how their knowledge, skills and experience match the job/course requirements.

The learner can use comments from the tutor's observation form for the interview to inform what they need to improve in their review of their interview.

Requirements	
Find out information about the job:	• What does the organisation do? • What are the job holder's main responsibilities (from the job description)? • Hours of work? • Rate of pay?
Find out information about the training course:	• What are the course entry requirements e.g., what age do you have to be; no specific entry requirements? • On what days of the week does the training takes place? • What topics does it cover? • Where is it held?
People:	• Job role(s) of the person/people who will be interviewing them.
Information items may include:	• CV. • Qualification certificates. • Passport. • Birth certificate. • DBS certificate. • Portfolio of achievement.
Appropriate clothing:	• Dependent on the subject/job sector.
Prepare answers to potential questions may include**:**	• Why do you want this job? • Why do you want to do this course? • What is your greatest strength? • What is your greatest weakness? • Give me an example of something that you are proud and tell me why you think it went well? • Tell me about a personal challenge that you have had to overcome and how you did this?
Questions to ask the interviewer may include:	• Tell me more about the organisation? • What would be the key things I would have to do in this job? • What are the number of assessments on this course? • How many hours of study would I be expected to complete out of class?
Give answers:	• Answers must be clear and sufficient.