

Level 3 90 CR/Sub Dip in IT

UNIT ONE

Communication and Employability Skills for IT



TURN
OFF YOUR
PHONE

Assignment Preparation


OBJECTIVES

- 📊 To complete the interview preparation task and conduct mock interviews
- 📊 The intention is to complete this process over a maximum period of 3 weeks.

Task

(Complete this step when you are paired for the interview)


- ▶ In preparation for the mock interview you are required to prepare 5 questions to ask a prospective employee. The questions need to enable the candidate to provide the reasons why they should be hired for the job in question.
- ▶ You are required to use these prepared questions in a mock interview as the interviewer, you in turn will be interviewed by your partner using their prepared questions.



The evidence for this element will include peer assessment of your interpersonal skills and responses to the questions posed during the interview, and your ability to interact with the interviewer during the interview.

Task (To be delivered next week)

- ▶ Prepare a group presentation based on a selected job. It should include the following:
 - ▶ 1. A suggested job specification
 - ▶ 2. A suggested personal specification
 - ▶ 3. Give tips on the following:
 - a. How to keep a conversation going
 - b. How to ask and answer questions
 - c. How to answer a bad question
 - d. How to answer a good question
 - e. How to avoid saying something stupid



The presentation should last approximately 8 minutes and include text, images.

You should select a suitable job from the link below:

<https://nationalcareersservice.direct.gov.uk/job-profiles/information-technology-and-information-management>

Schedule

This week in preparation for next week – In Pairs

- Select suitable job from provided web link
- Prepare job and person specifications based on selected job
- Create joint presentation as per task
- **Home work – Individually prepare a covering letter and your CV for the job selected.**

Next week – (Week 2)

Deliver presentations as per task with your partner

- Provide copies of job/person specification, CV and covering letter to newly allocated interview partner for mock interview – They will do the same for you.
- **Homework – Review covering letter, CV you have been given in preparation for next session, review your 5 questions to reflect the job specification you have been given**

Following week – (Week 3)

- Undertake mock interview
- Prepare feedback as interviewer for your partner including feedback on covering letter and CV etc. Candidate will also review their interview experience.
- Swop roles and complete interview again including reviews as interviewer/candidate.

Flow Chart

Week
1

Prepare a presentation as indicated about a job selected from the list on the web link provided – Think about 5 questions that you might ask as an interviewer.
Homework – Create a covering letter in respect of the chosen job above and prepare your CV.



Week
2

Deliver presentation with partner. Then you will be allocated a different partner for the mock interview, give your new partner a copy of the job/person specification, your CV and your covering letter created for the job.
Homework – Review the CV and covering letter you have been given and refine your 5 questions to reflect the job specification.



Week
3

Conduct a mock interview with your new partner using the CV and covering letter they have provided and the questions you have prepared. Review how the interview went as a candidate or interviewer. Swop roles and repeat interview and review process.