

# Integrated Assessment Brief

<b>Component Title:</b>	Work Experience	Communications
<b>Component Code:</b>	5N1356	5N0690
<b>Level:</b>	5	5
<b>Assessment Technique &amp; Weighting:</b>	Collection of Work 60%	Collection of Work 50%
<b>Weighting for this task:</b>	8%	10%

**Title:** Applying for a job

## **Guidelines:**

The learner will produce two business/work-related documents as follows:

### **1. Curriculum Vitae (CV) (LO5 Work Experience) :**

The curriculum vitae should include the following information:

- Personal details: name, address, contact information
- Previous educational experience, achievements and qualifications
- Previous work experience
- Details on hobbies and interests
- Names and contact details of 2 referees

### **2. Letter of Application (LO5 Work Experience):**

The letter of application should be for a position in the Early Childhood Care and Education setting. The first draft of the letter must be handwritten.

In completing **both** documents ensure:

- the inclusion of a cover sheet with your name and the titles and codes of both components
- that both documents are word-processed
- there is evidence of drafting, re-drafting and editing (LO9 Communications)
- spelling, punctuation and syntax are correct (LO9 Communications)

**Assessment Criteria:**

**Work Experience 5N1356: The learner's work will be marked as follows:**

- curriculum vitae (4 marks)
- letter of application (4 marks)

**Communications 5N0690: The learner's work will be marked as follows:**

**2 documents at 5% each = 10%**

- correct layout used, accurate, concise, well expressed and presented, with legible handwriting (2 marks)
- excellent spelling, punctuation and paragraphing (2 marks)
- evidence of careful drafting and re-drafting (1 mark)

**Date Brief issued:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_

I confirm that this is my own original work and I understand the returns policy in the centre/learner agreement.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Learner