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| Title | **Demonstrate knowledge of job search skills** | | |
| Level | **2** | **Credits** | **3** |

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| Purpose | People credited with this unit standard are able to demonstrate knowledge of job search skills. |

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| Classification | Core Generic > Work and Study Skills |

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| Available grade | Achieved |

**Guidance Information**

1. Definition

A *suitable* vacancy is one which is compatible with the candidate’s skills and experience, personal circumstances, and work preferences.

2 Preparation for a job interview is assessed in the following unit standard:

Unit 1294, *Be interviewed in a formal interview.*

3 The website for Careers New Zealand can be found on: [www.careers.govt.nz/](http://www.careers.govt.nz/).

**Outcomes and performance criteria**

**Outcome 1**

Demonstrate knowledge of job search skills.

**Performance criteria**

1.1 Personal interests, qualities and skills are identified and described in terms of strengths and weaknesses.

1.2 Work preferences are described in alignment with personal interests, qualities and skills.

1.3 A job search process is described in terms of steps required.

1.4 Three different sources for employment vacancies are identified.

1.5 Vacancies are identified and evaluated for suitability.

1.6 The steps required when applying for identified job vacancies are described.

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| Planned review date | 31 December 2027 |

**Status information and last date for assessment for superseded versions**

| Process | Version | Date | Last Date for Assessment |
| --- | --- | --- | --- |
| Registration | 1 | 24 May 1995 | 31 December 2015 |
| Revision | 2 | 20 March 1998 | 31 December 2015 |
| Review | 3 | 26 September 2001 | 31 December 2015 |
| Revision | 4 | 12 September 2002 | 31 December 2015 |
| Review | 5 | 16 July 2010 | 31 December 2017 |
| Review | 6 | 18 June 2015 | 31 December 2019 |
| Review | 7 | 25 January 2018 | N/A |
| Review | 8 |  | N/A |

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| --- | --- |
| Consent and Moderation Requirements (CMR) reference | 0113 |

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.