

Candidate Handbook answers

Activity 11.1, p. 502

1. Training to be an electrician might not be your only skill. You may wish to diversify, especially if you intend to set up a business. Use the Internet to research the qualifications required for being a:

- plumber
www.ciphe.org.uk/
www.aphc.co.uk/
www.napit.org.uk/
- heating and ventilation engineer
www.b-es.org/
www.nhic.org.uk/members/heating-ventilating-contractors-association/
www.beama.org.uk
- refrigeration and air conditioning engineer
www.acrib.org.uk/
www.ior.org.uk/
- gas installer
www.gassaferegister.co.uk/
www.napit.org.uk/

These are some suggested sites for learners to browse but it is by no means an exhaustive list, as new organisations are created regularly.

2. Job monitoring – use the Internet to find 20 companies that you would like to work for. Research them further and reduce the list to your 10 best companies. Then complete a spreadsheet like the one below. You must monitor these companies on a weekly basis.

Answer at discretion of tutor

Progress check 11.1, p. 503

1. When researching a job, give an example of a short-, medium- and long-term target.
Short-term: get local papers and specialist papers with job adverts and look at specialist job websites, find out the facts about the job, check job availability and who the local companies are, write a personal statement, CV and covering letter.
Medium-term: contact local companies, speak to industry bodies, send in CV, set up work experience or meetings with companies to get more information, investigate outside your local area.
Long-term: begin training course or further education, start work experience and constantly review your long-term goals.
2. Describe two steps that will help you get the job you want.
 - **Spend time researching the job you want, looking at the industry, speaking to people and filing the information you find out.**
 - **Write a specific, focused CV for the job with a bespoke application and letter.**
3. How can you identify any skill gaps you may have for a potential job?
Identify the skills and attributes for the job from the advert and your research; then rate yourself and your skill levels. If you have difficulty doing this, get an experienced person you trust to help. Failing that, speak to someone in the industry or complete a period of work experience.

Activity 11.2, p. 503

1. Write five SMART targets related to getting into employment or progression within your current role.
Example targets might include the following.
 - a. Research local companies that do the work I want by Monday.
 - b. Research job availability in these companies using the Internet or calling in by Tuesday lunchtime.
 - c. Update CV and personal statement to match the job requirements and personal specification by Wednesday evening.
 - d. Write a covering letter to go with my CV and get a second opinion by Thursday evening.
 - e. Deliver the CV, personal statement and letter to the companies of interest by Friday, midday.
2. Discuss your targets with a classmate or colleague to check they are SMART.
At discretion of tutor

Progress check 11.2, p. 503

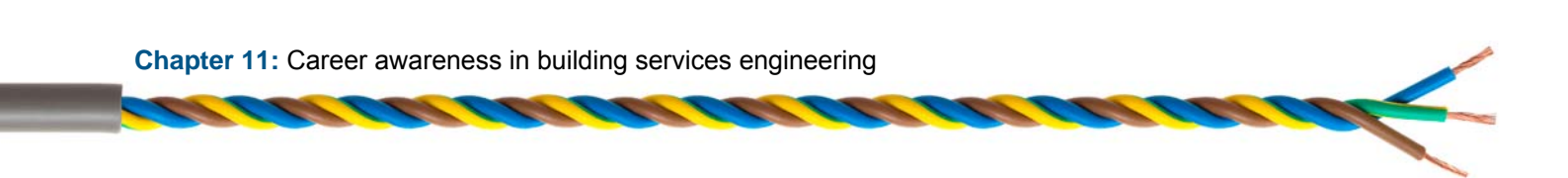
1. Write down an example of a target that is specific.
I will identify local companies within Southgate, East Barnet and Finchley that do commercial and industrial electrical installation.
2. Write down an example of a target that is measurable.
I will find five companies in the local area that install industrial refrigeration units by lunchtime tomorrow.
3. Write down an example of an achievable target and explain why it is achievable.
On Saturday I will complete my CV and post it to the five companies I have identified from my research. This is achievable because it is limited to two specific tasks: completing a CV and posting it.

Activity 11.3, p. 510

1. Write a CV for an advertised job in the specialist area you are interested in.
Answer at discretion of tutor – check the qualification assignment as this is the natural point in the scheme of work to complete this piece of work.
2. Write a covering letter for this job application using the information in the advert to make it specific.
At discretion of tutor, or similar to the example in the Candidate Handbook

Progress check 11.3, p. 510

1. Name five important things to include in your CV.
 - a. Name and contact details
 - b. Personal statement
 - c. Work experience
 - d. Education/formal training
 - e. References

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2. Name five common mistakes in a CV.
 - a. **Poor spelling/grammar**
 - b. **Use of negative words**
 - c. **Too long**
 - d. **Generic CV**
 - e. **Poor layout**
 3. What should be included in a covering letter?
 - a. **Who you are**
 - b. **Why you are applying**
 - c. **What you are looking for**
 - d. **How you match the needs of the role**

Activity 11.4, p. 515

1. Use the Internet to investigate different specialist electrical roles that are available. Write a brief report to your training manager explaining the specialist area you would like to move to and the training courses/qualifications required.

Answer at discretion of tutor

2. Investigate the different levels of electrician using the Joint Industry Board (JIB) website.
These are liable to change, so please see www.jib.org.uk/handbook.aspx?cid=155
3. Use the Internet to investigate the different qualifications available to become a fully qualified project manager.

Suggested sites include:

- www.apm.org.uk/APMQualifications
 - www.pmi.org/default.aspx
 - ipma.ch/education/
 - www.prince-officialsite.com/Qualifications/QualificationScheme.aspx
4. Discuss with a colleague or classmate the questions you would find most difficult to answer in an interview. Write them down and work on your perfect answer.

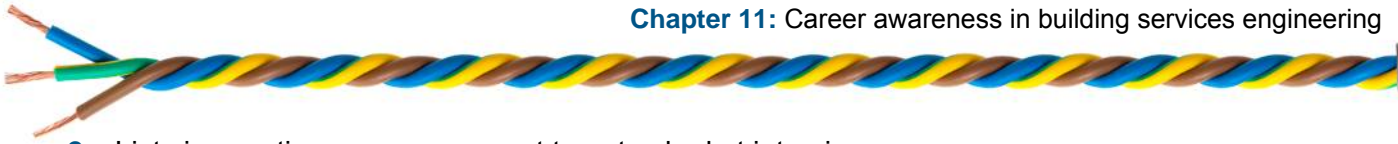
Answer at discretion of tutor

Progress check 11.4, p. 515

1. Name four things that should be in your interview checklist and put them in priority order for you.

Answers could include the following.

- a. **Check the interview time and location, and the names of the people who are interviewing you.**
- b. **Confirm transport/parking/whether there are any travel restrictions.**
- c. **Check that your portfolio is complete/copies available and you know how to answer specific questions (because you have practised them).**
- d. **Check that your interview suit and shoes look perfect.**



2. List six questions you can expect to get asked at interview.

Answers could include the following.

- a. How would a work colleague describe you?
- b. What three words best describe you?
- c. What are your strengths?
- d. What are your weaknesses?
- e. What do you think is the most important thing about the job you have applied for?
- f. What have you done to prepare for this interview?

Activity 11.5, p. 518

Imagine you are turning your hobby into a business and complete a SWOT analysis.

Answer at discretion of tutor

Knowledge check, p. 524

1. What does CSCS stand for?
b Construction Skills Certification Scheme
2. What does ECS mean?
c Electrotechnical Certification Scheme
3. What does NAPIT stand for?
a National Association for Professional Inspectors and Testers
4. What is SWOT?
d Strengths, weaknesses, opportunities and threats
5. What is a SMART target?
c Specific, measurable, achievable, realistic, time-constrained