



Australian Government

**Assessment Requirements for AUMAF001
Apply for jobs and undertake job
interviews**

Release: 1

Assessment Requirements for AUMAF A001 Apply for jobs and undertake job interviews

Modification History

Release	Comment
Release 1	Unit updated to reflect the new standards for Training Packages Replaces AUMAF A1001 Manage personal career goals

Performance Evidence

Before competency can be determined, individuals must have competently prepared for and undertaken a job interview on a minimum of three occasions.

Individuals must demonstrate they can:

- find an appropriate job offer using an employment database
- complete a job application
- complete a résumé
- undertake and evaluate a job interview.

Knowledge Evidence

Individuals must be able to demonstrate knowledge of:

- methods of sourcing jobs
- methods of prioritising job options
- procedures for completing job applications, including procedures for completing selection criteria
- procedures for completing résumés, including using résumé templates in computer word-processing programs
- interview techniques and strategies for improving interview performance.

Assessment Conditions

Assessors must satisfy SNR/AQTF assessor requirements.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Where assessment of competency includes third-party evidence, individuals must provide evidence that links them to job applications and job interviews, e.g. an employer's letter advising of job application outcome.

Assessors must verify performance evidence through questioning on skills and knowledge to ensure correct interpretation and application.

The following resources must be made available:

- employment databases, including paper-based and internet
- computer with word-processing software that includes résumé templates.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bd587669-08b3-4cd5-85f0-f9fa0c6304c1>

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