



Australian Government

AUMAFA001 Apply for jobs and undertake job interviews

Release: 1

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Modification History

Release	Comment
Release 1	Unit updated to reflect the new standards for Training Packages Replaces AUMAF01001 Manage personal career goals

Application

This unit describes the performance outcomes required to prepare and apply for a job in a range of contexts.

It involves the application of skills and knowledge at secondary school level or above.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Competency Field

Manufacturing – Common

Unit Sector

Foundation Skills

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section
1. Gather and evaluate information on employment opportunities	1.1 Employment sources are identified and searched, and employment opportunities identified 1.2 Opportunities are reviewed and additional information obtained 1.3 Opportunities are clarified and graded according to own preferences, and a preferred opportunity is chosen
2. Prepare and apply for a job	2.1 Selection criteria in job opportunity are reviewed 2.2 Own skills profile is analysed against selection criteria

Elements	Performance Criteria
	2.3 Application for preferred job opportunity is prepared against criteria and checked for errors
3. Prepare a résumé	3.1 Résumé content is identified and prepared 3.2 Résumé is completed using an appropriate structure and format, and checked for errors
4. Prepare for and undertake a job interview	4.1 Preparation for job interview is undertaken 4.2 Potential interviews are rehearsed 4.3 Interview is undertaken
5. Review and evaluate interview performance	5.1 Feedback on performance in the interview is sought 5.2 Strengths and areas for improvement in the application and interview process are identified 5.3 Strategies for improving application and interview skills are identified

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Skills	Description
Learning skills to:	- pose simple questions to help focus information search - use simple web searches to locate information - evaluate relevance of information on familiar subjects - develop a simple plan to achieve personal goals.
Reading skills to:	- interpret job application and understand job role description - check for errors in typed job application and résumé.
Writing skills to:	complete a job application and a résumé.
Oral communication skills to:	rehearse and undertake an interview for a job.
Numeracy skills to:	- interprets and uses times and dates - follows directions to get to interview location.
Digital literacy skills to:	operate a computer to search employment databases and find information about an employer and job opportunity.
Planning and organising skills to:	- plan and rehearse an interview - arrive at interview on time wearing appropriate clothing and with relevant documentation.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Preparation for job interview</i> must include:	• anticipating interview questions and planning suitable answers • clarifying the time and place of the interview • making sure personal presentation is appropriate • sourcing accurate information on the organisation and job position.
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Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for AUMAF001 Apply for jobs and undertake job interviews

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Release 1	Unit updated to reflect the new standards for Training Packages Replaces AUMAF1001 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.

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