



Australian Government

AUMAF001 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 <i>Preparation for job interview</i> 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>