



***This answer book will only be marked and certificated if this is completed by the learner AND prison staff***

### Learner Statement of Authenticity

By returning this answer book you are confirming that the work contained is entirely your work and does not include any work completed by anyone other than yourself. You also confirm that you have completed the assignment/portfolio in accordance with the instructions given by your establishment.

**Learner Prison No. in CAPITAL LETTERS**

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**Prison:**

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**Learner's Initials:**

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**Date:**

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### Establishment Confirmation of Authenticity

I confirm that the above-mentioned learner, to the best of my knowledge, is the sole author of this completed answer book.

**Staff Name:**

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**Signed:**

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**Date:**

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### STAFF USE ONLY

Date Issued	Date Marked	Assessor Initials	Result	
			<input type="checkbox"/>	<input type="checkbox"/>
			PASS	REFER

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## How it works

### Welcome to your Way2Learn course.

This course is designed to enable access to education for all – whether in-cell or in your establishment's education facility.



To complete this course, you will need to watch all of the episodes. Times for each episode are provided on the next page.



You can request a copy of the episode transcript from your Distance Learning Coordinator or Learning and Skills Manager if you need to revisit any of the information.



If you have any difficulties in completing this course, please speak to a suitable peer mentor or member of staff for some help.



Once completed, return your answer book to the appropriate member of staff. After it has been received, it can take up to 3 weeks to be assessed and issued a certificate.



You can ask a member of staff for a copy of our policies and practices for further details.

## Episode Guide

Content Guide	Tuesday/ Thursday/
<b>Ep 1: Path to Employment</b> Learn how a growth mindset, resilience, and self-motivation can help you tackle challenges and stay focused on your employment goals.	<b>1:30 – 2:15PM</b>  <b>7:30 – 8:15PM</b>
<b>Ep 2: Flexibility and Soft Skills</b> Discover the importance of teamwork, communication, and adaptability, and learn how to use these transferable skills to create new opportunities.	<b>1:30 – 2:15PM</b>  <b>7:30 – 8:15PM</b>
<b>Ep 3: Landing the Interview</b> Explore how to search for jobs, understand job descriptions, and create strong CVs and cover letters tailored to employer expectations.	<b>1:30 – 2:15PM</b>  <b>7:30 – 8:15PM</b>
<b>Ep 4: Ace the Interview</b> Prepare for interviews by learning techniques like the STAR method, improving your confidence, and making a lasting impression on employers.	<b>1:30 – 2:15PM</b>  <b>7:30 – 8:15PM</b>
<b>Ep 5: Disclosure and Honesty</b> Understand how to disclose unspent convictions professionally, focus on your achievements, and demonstrate your potential to employers.	<b>1:30 – 2:15PM</b>  <b>7:30 – 8:15PM</b>
<b>Ep 6 (Bonus): Interview</b> Find out how employability coaches can help you gain qualifications, build confidence, and prepare for meaningful work after release.	<b>1:30 – 2:15PM</b>  <b>7:30 – 8:15PM</b>

## Learning Outcomes



1. Identify the differences between a growth and fixed mindset and describe ways to stay motivated and resilient when job searching.
2. Recognise the importance of flexibility in job roles and identify transferable skills that can be applied to different jobs.
3. Describe different job search methods and explain how to create a CV and cover letter that match job requirements.
4. Demonstrate how to prepare for a job interview, including researching the company and presenting yourself professionally.
5. Explain when and how to disclose a conviction and describe ways to present past experiences positively to employers.

## Knowledge Check

Consider the learning outcomes above.

On a scale of 1 -10, how would you rate your knowledge of job seeking before starting this course?

*(Please tick the appropriate box)*

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
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Low

High

At the end of this course, you will have the opportunity to rate your knowledge once more.

## Knowledge Check

To pass this course you will need to correctly answer **80%** of the questions.  
This equates to **21** correct answers out of the 27 marks available.



### Episode 1

#### Question 1

**True or False:**

**Resilience is about facing challenges, learning from setbacks, and staying focused on your goals?**

*(Please tick the appropriate box)*

<b>A</b>	True	
<b>B</b>	False	

#### Question 2

**Mindset is important when beginning to plan for employment. Which of the following best describes a growth mindset?**

*(Please tick the appropriate box)*

<b>A</b>	Believing that talent alone determines success	
<b>B</b>	Avoiding challenges to prevent failure	
<b>C</b>	Believing that abilities can improve with effort	
<b>D</b>	Thinking that you are born with or without skills	

### Question 3

Which of the following are ways to develop a growth mindset?

(Please tick **all** the appropriate boxes)

<b>A</b>	Embracing new challenges	
<b>B</b>	Avoiding difficult tasks that you could get wrong	
<b>C</b>	Viewing effort as a path to improvement	
<b>D</b>	Learning from criticism and acting upon it	

### Question 4

List two self-motivation techniques from this episode that can help you stay on track during your job search.

1.	
2.	

## Episode 2

### Question 1

Think about your personal strengths and transferable skills.

Take a moment to consider two or three key skills you have developed, either inside or outside of prison. Write down these skills and provide an example of a job where each skill could be useful.

Skill	Job or situation where this skill would be useful
1.	
2.	
3.	

### Question 2

Why is flexibility important when starting your first job after release?

(Please tick **all** the appropriate boxes)

<b>A</b>	Because it shows you are willing to take on any job, even if it's unsafe or unsuitable	
<b>B</b>	Because it guarantees you will get your dream job immediately	
<b>C</b>	Because it allows you to gain valuable experience and build a strong work history	
<b>D</b>	Because employers expect you to have experience in every area of work	



### Question 3

Which of the following are considered transferable skills applicable to different job roles and industries?

(Please tick **all** the appropriate boxes)

<b>A</b>	Managing time effectively to meet deadlines	
<b>B</b>	Clearly communicating ideas and information with others	
<b>C</b>	Having an impressive job title on your CV	
<b>D</b>	Finding solutions to unexpected challenges in the workplace	

### Episode 3

### Question 1

True or False:

It is best to use the same CV for every job application to save time?

(Please tick the appropriate box)

<b>A</b>	True	
<b>B</b>	False	

### Question 2

Which of the following is the most effective approach to searching for a job?

(Please tick the appropriate box)

<b>A</b>	Focusing only on job opportunities shared on social media	
<b>B</b>	Using a combination of online job boards, networking, and company websites	
<b>C</b>	Submitting applications and waiting for employers to respond	
<b>D</b>	Applying for multiple jobs without checking if you meet the requirements	

### Question 3

Which of the following elements should be included in a professional and effective CV?

*(Please tick the appropriate box)*

<b>A</b>	Skills and experience that match the job requirements	
<b>B</b>	Including your social media usernames and personal photos	
<b>C</b>	Listing all previous jobs, even if they are not relevant	
<b>D</b>	Using slang and informal language to make it more relatable	

### Question 4

Some job applications will ask for a cover letter. What is the purpose of a cover letter?


## Episode 4

### Question 1

**Why is it important to practise answering common interview questions before your interview?**

*(Please tick the appropriate box)*

<b>A</b>	To memorise all your answers word-for-word so you don't need to think on the day	
<b>B</b>	To build confidence and ensure you can give clear, well-structured answers	
<b>C</b>	To avoid needing to research the company in detail beforehand	
<b>D</b>	To keep your answers short and avoid sharing too much information	

### Question 2

**Why is the STAR method useful when answering interview questions?**

*(Please tick the appropriate box)*

<b>A</b>	It ensures you avoid sharing personal experiences during the interview	
<b>B</b>	It helps provide clear and structured answers that are easy for employers to understand	
<b>C</b>	It focuses entirely on your strengths without mentioning challenges	
<b>D</b>	It allows you to keep your answers vague and brief to save time	

### Question 3

Which of the following is an important aspect of professional interview presentation?

(Please tick the appropriate box)

<b>A</b>	Talking only about personal interests to build rapport	
<b>B</b>	Avoiding excessive preparation to appear more natural	
<b>C</b>	Wearing casual clothes to appear more relaxed	
<b>D</b>	Dressing appropriately for the role	

### Question 4

List two things you should do to prepare for an interview.

1.	
2.	

## Episode 5

### Question 1

True or False:

Spent convictions never need to be disclosed to employers, even if they ask?

(Please tick the appropriate box)

<b>A</b>	True	
<b>B</b>	False	

## Question 2

**How is a conviction for fraud with a custodial sentence of 5 years classified under the Rehabilitation of Offenders Act?**

*(Please tick the appropriate box)*

<b>A</b>	Never spent	
<b>B</b>	Spent in 2 years	
<b>C</b>	Spent in 4 years	
<b>D</b>	Spent in 7 years	

## Question 3

**Which of the following are key elements of a professional disclosure statement?**

*(Please tick **all** the appropriate boxes)*

<b>A</b>	Providing extra details about the conviction	
<b>B</b>	Being honest and factual about the conviction	
<b>C</b>	Blaming others for past mistakes to explain the situation	
<b>D</b>	Focusing on rehabilitation and positive steps taken	
<b>E</b>	Using vague language to avoid giving too much information	
<b>F</b>	Highlighting skills and experience relevant to the role	

#### Question 4

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**How can seeking advice, from organisations like Unlock, help when disclosing a conviction to an employer?**


### Question 1 (Episode 1)

**Scenario:** You have applied for several jobs but have not received any interview invitations. You are feeling discouraged and thinking, *“I’ll never get a job.”*

**How might having a growth mindset help you stay motivated during your job search, and what is one action you could take which reflects a growth mindset and improves your chances of success?**

**Word Count:** 50-100 words, (2 marks available)

## Question 2 (Episode 2)

**Scenario:** You have been offered a job in warehousing, but you were hoping for a role in construction. You are unsure if you should accept the job.

**How could being flexible help you in this situation, and what is one transferable skill that could be useful in both jobs?**

**Word Count:** 50-100 words, (2 marks available)



### Question 3 (Episode 3)

**Scenario:** You have been invited to an interview for a customer service role. The employer asks you to give an example of when you worked well as part of a team. You can use an example from a previous job, relevant hobby, prison job, or make one up if you have limited experience.

**Using the STAR method (Situation, Task, Action, Result), describe an example of when you worked as part of a team.**

**Word Count:** 50-100 words, (2 marks available)

'S'
'T'
'A'
'R'

### Question 4 (Episode 3)

**Scenario:** You are applying for a job that asks if you have any unspent convictions. You want to answer honestly but also show how you have changed.

**What key information should you include when disclosing your conviction, and how can you use a professional disclosure statement to highlight your skills and commitment to future employment?**

*Please do not include personal details about your own conviction.*

**Word Count:** 50-100 words, (2 marks available)

## End of Knowledge Check

## Learning Evaluation

You must comment on the three most important things you have learnt and complete distance travelled.

1.....  
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2.....  
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3.....  
.....  
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## Distance Travelled

Now that you have completed this course, on a scale of 1 -10, how would you rate your knowledge of job seeking?

*(Please tick the appropriate box)*

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Low

High

## End of Knowledge Check

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## Course Feedback – Job Finder

**TO QUALIFY FOR A MUG OR WATER BOTTLE YOU MUST COMPLETE IN FULL, THE LEARNING EVALUATION. THIS IS A VOLUNTARY SUBMISSION. IF YOU DO NOT COMPLETE THIS YOUR WORKBOOK WILL STILL BE MARKED AND CERTIFICATED, BUT YOU WILL NOT BE ELIGIBLE FOR ANY OF OUR INCENTIVISED GIFTS.**

Please clearly write your full name here:

We value your feedback. Please rate each aspect on the scale below:

**1. The quality, style and tone of the videos.**

1      2      3      4      5      6      7      8      9      10

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**Low**

**High**

**2. The clarity of the answer book.**

1      2      3      4      5      6      7      8      9      10

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**Low**

**High**

**3. Your enjoyment of this course.**

1      2      3      4      5      6      7      8      9      10

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**Low**

**High**

Please tell us what you enjoyed most about this course

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Please give us one suggestion to improve this course

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