

Unit Title: Conduct At Work
Unit Level: Entry 2
Unit Credit Value: 3
GLH: 30
LASER Unit Code: WJB315
Ofqual Unit Code: M/504/3820

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know what behaviour is expected in the workplace.	1.1	Give an example of behaviour that is expected in the work place.
		1.2	Give an example of behaviour that is unacceptable in the work place.
2.	Know why it is necessary to follow codes of behaviour.	2.1	Give an example of a set of rules that have to be followed in certain circumstances.
		2.2	Give a reason why these rules are in place.
3.	Know about the impact of unacceptable behaviour.	3.1	State what might happen if unacceptable behaviour is demonstrated in the work place.
4.	Be able to maintain acceptable behaviour in the workplace.	4.1	Demonstrate behaviour in the work place that follows a code of conduct.
		4.2	Demonstrate acceptable behaviour.

Assessment Guidance:

All assessment activities and decisions must be made in light of the QCF Entry Level Descriptors relevant to this unit.

Additional Information:

NA