

**Unit Title:** Developing Skills for the Workplace: Looking  
 And Acting the Part  
**Unit Level:** Entry 1  
**Unit Credit Value:** 2  
**GLH:** 20  
**LASER Unit Code:** CAI237  
**Ofqual Unit Code:** R/502/4452

This unit has 1 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Take some responsibility for him/herself in a way that is consistent with workplace expectations.	1.1	Present him/herself in a manner appropriate to the workplace.
		2.1	Demonstrate appropriate time keeping and attendance.

<b>Assessment guidance</b> mandatory if completed	All Assessments of this unit must make use of the Entry 1 achievement continuum. Judgements should be recorded on the Entry 1 learner transcript and indicate the stage on the continuum at which the learner has achieved the learning outcomes. The Entry 1 Level guidance, including the achievement continuum, is available on the QCA website.
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