

**Unit Title:** Preparation for Work Experience  
**Unit Level:** Level 1  
**Unit Credit Value:** 1  
**GLH:** 9  
**LASER Unit Code:** CAK551  
**Ofqual Unit Code:** D/600/3243

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand the structure and purpose of the organisation.	1.1	Outline the structure of the organisation.
		1.2	State the main purpose and activities within the organisation.
2.	Understand own position within the organisation.	2.1	Outline own role and tasks expected.
		2.2	Identify individuals who can be contacted in the event of difficulties or concerns.
3.	Understand health and safety requirements of the work experience.	3.1	Identify the health and safety requirements relating to the work experience.
4.	Understand employers'/trainers' expectations.	4.1	Identify travel plans to ensure effective timekeeping.
		4.2	Identify "housekeeping" issues in terms of dress code, lunch arrangements, initial contact and working hours.

<b>Assessment Guidance:</b>
NA

<b>Additional Information:</b>
NA