

Unit Title: Looking And Acting The Part In The Work Place
Unit Level: Entry 2
Unit Credit Value: 2
GLH: 20
LASER Unit Code: WJB324
Ofqual Unit Code: M/504/1288

This unit has 3 learning outcomes.

| LEARNING OUTCOMES | | ASSESSMENT CRITERIA | |
|-------------------|---|---------------------|--|
| The learner will: | | The learner can: | |
| 1. | Be able to identify clothing and footwear for the work place. | 1.1 | Indicate what clothing should be worn in two different work places. |
| | | 1.2 | Indicate which footwear should be worn in two different work places. |
| | | 1.3 | State one reason why personal presentation is important at work. |
| 2. | Know the importance of personal hygiene. | 2.1 | Identify why bathing or showering is a part of a regular personal routine. |
| | | 2.2 | Identify other personal hygiene routines. |
| 3. | Know how to conduct him/herself at work. | 3.1 | Identify two rules in a work place. |
| | | 3.2 | Identify what language should not be used in the work place. |
| | | 3.3 | Identify behaviour that should be used in the work place. |
| | | 3.4 | Indicate the start time at a work place. |
| | | 3.5 | State why it is important to arrive at work on time. |

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| Assessment Guidance: |
| NA |

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| Additional Information: |
| NA |