Unit Title: **Work Experience**
Unit Level: **Level 1**
Unit Credit Value: **3**
GLH: **27**
LASER Unit Code: **WJC269**
Ofqual Unit Code: **A/506/0801**

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Understand the structure and purpose of the organisation.	1.1	State the main purpose and activity of the organisation.
		1.2	Identify and list three other activities undertaken by the organisation.
		1.3	Outline the management structure.
2.	Understand own role within organisation.	2.1	State his/her occupation and role in the workplace.
		2.2	List agreed limitations of his/her responsibilities.
3.	Be able to maintain acceptable conventions for personal presentation and behaviour in the workplace.	3.1	Dress appropriately.
		3.2	Sustain punctuality.
		3.3	Behave within agreed standards.
4.	Be able to comply with the safe working practices demanded by the work environment.	4.1	Identify a range of safety hazards and list the precautions they require.
		4.2	Select and use appropriate PPE for given tasks.
		4.3	Locate a first aid box and list its contents.
		4.4	State the organisations procedures in the event of a specific accident or emergency.
		4.5	Identify and name the member(s) of staff and their post with responsibility for health and safety and first aid in the organisation.
		4.6	Give two examples of how to carry out work tasks so that they do not endanger self or others.
5.	Be able to carry out tasks as requested, using appropriate work related skills.	5.1	Carry out given tasks following instructions and/or demonstrations.
		5.2	Request guidance as necessary.
		5.3	List the work related skills utilised in carrying out tasks.
		5.4	Ensure that relevant information is passed on to appropriate staff.

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Assessment Guidance:
NA

Additional Information:
NA