

Unit Title: Skills For Employability
Unit Level: Entry 3
Unit Credit Value: 3
GLH: 30
LASER Unit Code: WJC423
Ofqual Unit Code: H/506/0758

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand the need for Health and Safety procedures at work.	1.1	List two reasons for Health and Safety procedures at work.
		1.2	Identify four key safety signs that might be encountered.
		1.3	Suggest appropriate safe clothing for different types of work.
		1.4	Demonstrate ability to ensure own safety in workshop.
		1.5	State how to obtain help if needed.
2.	Understand how to participate in a work environment.	2.1	Follow simple instructions.
		2.2	Perform a single work task.
		2.3	Perform short sequence of tasks.
		2.4	Give an example of a problem with a task, for example lack of component, faulty parts etc.
3.	Be able to use skills needed to work as part of a team.	3.1	Use questions and give answers clearly.
		3.2	Work with another group member to complete a work task.
		3.3	Assist other team members.
4.	Know the social skills needed for work/employment.	4.1	Show basic understanding of time management skills, for example arriving on time, breaks etc.
		4.2	Give three examples of reliable and committed behaviour at work.
		4.3	State three key roles in the workforce.
		4.4	Give an example of dealing positively with a difficult situation.

Assessment Guidance:

NA

Additional Information:

NA