

Unit Title: Understanding A Work Experience Placement
Unit Level: Entry 3
Unit Credit Value: 3
GLH: 30
LASER Unit Code: WJC474
Ofqual Unit Code: J/506/0798

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know about the organisation.	1.1	State the main activity of the organisation.
		1.2	State one of the main jobs done within the organisation.
2.	Understand own role within organisation.	2.1	Name his/her role and identify the main task s/he will undertake.
		2.2	Name own supervisor and their job title.
3.	Maintain acceptable conventions for personal presentation and behaviour in the workplace.	3.1	Keep to agreed dress code.
		3.2	Attend placement at agreed times.
		3.3	Ensure own behaviour is appropriate.
4.	Know the safe working practices in the work environment.	4.1	Identify two major safety standards.
		4.2	Follow safety procedures and use PPE as instructed.
		4.3	Locate the first aid box.
		4.4	Locate the assembly point to be used during emergency procedures.
		4.5	Name the person(s) to tell if there is an emergency or accident.
5.	Be able to carry out tasks using appropriate work related skills.	5.1	Follow instructions to complete a given task.
		5.2	Name one skill used to complete the task.

Assessment Guidance:

NA

Additional Information:

NA