

Unit Title: Professional Behaviour In An Office Environment
Unit Level: Entry 3
Unit Credit Value: 1
GLH: 10
LASER Unit Code: WJC673
Ofqual Unit Code: R/506/0545

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know how to behave in an office environment.	1.1	Demonstrate how he/she would communicate appropriately with colleagues.
		1.2	Demonstrate how he/she would use appropriate language for the workplace.
2.	Know about the rules that organisations have relating to confidentiality and security.	2.1	Give examples of at least three rules that relate to confidentiality and security.

Assessment Guidance:

NA

Additional Information:

NA