Unit Title: Work Experience
Unit Level: Level 3
Unit Credit Value: 3
GLH: 21
LASER Unit Code: WJD577
Ofqual Unit Code: M/504/8886

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 selected for their work experience placement.	1.1	Discuss the historical background of the selected organisation.
		1.2	Analyse the main purpose of the organisation.
		1.3	Analyse the activities of the organisation.
		1.4	Assess how the organisation meets the needs of its clients and/or customers.
2.	Understand own role and responsibilities within organisation.	2.1	Negotiate own role and responsibilities within the organisation.
		2.2	Explain own role and responsibilities within the organisation.
3.	Be able to adhere to workplace standards for personal presentation and behaviour.	3.1	Assess the reasons for organisation's dress conventions.
		3.2	Critically discuss appropriate behaviour at work in relation to: (a) dealing with conflict (b) problem solving (c) ability to empathise (d) communication skills (e) self management (f) confidentiality.
4.	Know how to comply with safe working practices demanded by the work environment.	4.1	Assess health and safety issues and/or hazards.
		4.2	Discuss appropriate precautions to address the identified health and safety issues and/or hazards.
		4.3	Discuss the organisation's Health and Safety Policy.
		4.4	Evaluate the organisation's accident and emergency procedures.
		4.5	Ensure that own work practice does not endanger self or others.
		4.6	Report potential hazards.
5.	Be able to carry out work tasks as requested.	5.1	Analyse the work/tasks that they undertake in the organisation.
		5.2	Evaluate work related skills used to complete the work/tasks.

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Assessment Guidance:
NA

Additional Information:
NA