

Unit Title: Conduct At Work
Unit Level: Entry 3
Unit Credit Value: 3
GLH: 30
LASER Unit Code: WJF492
Ofqual Unit Code: J/504/3838

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know what behaviour is expected in the workplace.	1.1	Give examples of behaviour that is expected in the work place.
		1.2	Give examples of behaviour that is unacceptable in the work place.
2.	Know why it is necessary to follow codes of behaviour.	2.1	Give examples of sets of rules that have to be followed in certain circumstances.
		2.2	Give reasons why these rules are in place.
3.	Know about the possible impact of unacceptable behaviour.	3.1	State what might happen to someone in the workplace who did not behaviour properly.
		3.2	State what effect unacceptable behaviour may have on others.
4.	Be able to maintain acceptable behaviour in the workplace.	4.1	Demonstrate behaviour in the workplace that follow codes of conduct.
		4.2	Demonstrate expected and acceptable behaviour.

Assessment Guidance:
NA

Additional Information:
NA