

**Unit Title:** Looking And Acting The Part In The Work Place  
**Unit Level:** Entry 1  
**Unit Credit Value:** 2  
**GLH:** 20  
**LASER Unit Code:** WJF502  
**Ofqual Unit Code:** F/504/1280

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
<b>The learner will:</b>		<b>The learner can:</b>	
1.	Be able to identify clothing and footwear for the work place.	1.1	Indicate what clothing should be worn in a given work place.
		1.2	Indicate which footwear should be worn in a given work place.
		1.3	Indicate one reason why personal presentation is important.
2.	Know the importance of personal hygiene.	2.1	Identify personal hygiene routines.
3.	Know how to conduct him/herself at work.	3.1	Indicate a rule in a work place.
		3.2	Indicate language that should not be used in the work place.
		3.3	Indicate behaviour that should be used in the work place.
		3.4	Indicate which day/s he/she attends work.

**Assessment Guidance:**

As an E1 unit it is expected that the learner may require some support and prompting when doing the assessment but will be able to provide meaningful and appropriate responses to the tasks. The unit is only assessed at the application stage of the continuum.

**Additional Information:**

NA