

Unit Title: Preparation For A Work Placement
Unit Level: Entry 3
Unit Credit Value: 2
GLH: 20
LASER Unit Code: WJF509
Ofqual Unit Code: H/504/3846

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know about the organisation offering the work placement.	1.1	Name the organisation offering the work placement.
		1.2	Outline the purpose of the organisation.
		1.3	Give an example of the products and/or services the organisation makes or offers.
		1.4	Identify some of the job roles in the organisation.
2.	Know what to expect during the work placement.	2.1	Give examples of what they expect to be doing during the work placement.
		2.2	Outline what they think it will be like.
		2.3	Give an example of what they think the organisation will expect of them in terms of: (a) behaviour (b) appearance (c) tasks.
3.	Be able to prepare for the first day.	3.1	State how they will get to the place where they will work.
		3.2	State who they will meet and/or ask for when they get there.
		3.3	State what the arrangements are for breaks during the working day.
		3.4	State what time they need to be there.
		3.5	State what time they will leave.
		3.6	State how they will get home.

Assessment Guidance:
N/A

Additional Information:
NA