

Unit Title: Work Experience
Unit Level: Level 1
Unit Credit Value: 3
GLH: 27
LASER Unit Code: WJH323
Ofqual Unit Code: A/650/9160

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.	1.1	State the main purpose and activity of the organisation.
		1.2	Identify and list other activities undertaken by the organisation.
		1.3	Outline the management structure.
2.	Understand own role within organisation.	2.1	State their occupation and role in the workplace.
		2.2	List agreed limitations of his/her responsibilities.
3.	Be able to maintain conventions for personal presentation and behaviour in the workplace.	3.1	Dress appropriately.
		3.2	Sustain punctuality.
		3.3	Behave within agreed standards.
4.	Know how to comply with the safe working practices demanded by the work environment.	4.1	Identify a range of safety hazards and list the precautions they require.
		4.2	Identify appropriate PPE for given tasks.
		4.3	State the location of a first aid box and list its contents.
		4.4	State the organisations procedures in the event of a specific accident or emergency.
		4.5	Identify and name the member(s) of staff responsible for health and safety and first aid in the organisation.
		4.6	Give examples of how to carry out work tasks safely so that they do not endanger self or others.
5.	Be able to carry out tasks as requested, using appropriate work related skills.	5.1	Carry out given tasks following instructions and/or demonstrations.
		5.2	Request guidance as necessary.
		5.3	List the work related skills utilised in carrying out tasks.
		5.4	Pass relevant information to appropriate staff.

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Assessment Guidance:

<i>AC 1.2 A minimum of three activities.</i>
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<i>AC 4.6 A minimum of two examples.</i>
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Additional Information:

NA
