

Unit Title: Preparation for Work Experience
Unit Level: Level 2
Unit Credit Value: 1
GLH: 8
LASER Unit Code: CAK552
Ofqual Unit Code: J/600/3253

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand the structure and purpose of the organisation.	1.1	Describe the structure of the organisation.
		1.2	Describe the main purpose and activities within the organisation.
2.	Understand own position within the organisation.	2.1	Describe own role and tasks expected.
		2.2	Identify individuals and their roles who can be contacted in the event of difficulties or concerns.
3.	Understand health and safety requirements of the work experience.	3.1	Describe health and safety requirements relating to the work experience.
4.	Understand employers'/trainers' expectations.	4.1	Plan travel to ensure effective timekeeping.
		4.2	Describe "housekeeping" issues in terms of dress code, lunch arrangements, initial contact and working hours.

Assessment Guidance:
NA

Additional Information:
NA