

Rules of Combination:

To achieve the LASER Level 1 Extended Award for Getting Into Employment the learner must achieve a minimum of 8 credits. 5 credits must be taken from the 2 mandatory units in the Mandatory Unit Group. The remaining 3 credits must be taken from units in the Optional Unit Group.

LASER Unit Code	Ofqual Unit Code	Unit Title	Unit Description	Unit Credit Value	Unit Level
WJB105	F/503/1557	Preparing To Achieve Own Job Goals	Mandatory	2	Level 1
WJB106	F/503/1560	Promoting Yourself And Preparing For A Job Interview	Mandatory	3	Level 1
CAL621	D/600/9902	Appraisals And Setting Targets	Optional	3	Level 1
WJB122	Y/502/3612	Being Managed By Others	Optional	1	Level 1
WJB121	M/502/3616	Being Safe And Healthy At Work	Optional	2	Level 1
WJB107	T/502/3584	Business And Customer Awareness	Optional	2	Level 1
CAL952	T/600/9906	Contribute To And Make Use Of Information, Advice And Guidance	Optional	3	Level 1
WJB118	T/502/3598	Coping With Change	Optional	1	Level 1
WJB119	A/502/3599	Creative Thinking	Optional	1	Level 1
CAL954	F/600/9908	Dealing With Change	Optional	3	Level 1
CAL956	R/600/9945	Dealing With Difficult Situations	Optional	1	Level 1
CAL970	R/600/9914	Getting The Most Out Of Training	Optional	1	Level 1
WJB117	M/502/3597	Handling Information At Work	Optional	1	Level 1
WJB112	R/502/3592	How To Keep Improving	Optional	1	Level 1
WJB116	K/502/3596	Managing Your Time	Optional	2	Level 1
CAM081	H/600/9920	Oral Presentation Skills	Optional	3	Level 1
CAM083	T/600/9923	Planning For Progression	Optional	1	Level 1
WJB113	Y/502/3593	Presenting Information	Optional	2	Level 1
WJB114	D/502/3594	Presenting Yourself For Work	Optional	2	Level 1

LASER Unit Code	Ofqual Unit Code	Unit Title	Unit Description	Unit Credit Value	Unit Level
WJB108	A/502/3585	Problem Solving At Work	Optional	2	Level 1
CAM089	F/600/9925	Recognising And Supporting Equality And Diversity At Work	Optional	3	Level 1
WJB115	H/502/3595	Setting Yourself Targets	Optional	1	Level 1
CAM095	R/600/9928	Speaking And Listening At Work	Optional	3	Level 1
CAM097	M/601/0035	Supporting Workers Whose First Language Is Not English	Optional	3	Level 1
CAM099	Y/600/9929	Transferable Skills And Training Needs	Optional	3	Level 1
CAM101	A/601/0037	Understanding Cultural Differences	Optional	3	Level 1
WJB111	L/502/3591	Understanding Motivation	Optional	1	Level 1
WJB110	J/502/3590	Understanding Your Customers	Optional	1	Level 1
CAM107	K/600/9935	Using ICT To Support Writing	Optional	1	Level 1
CAM108	M/600/9936	Working As A Team	Optional	1	Level 1
WJB109	F/502/3586	Working In A Team	Optional	2	Level 1
WJB120	L/502/3610	Working With Colleagues	Optional	1	Level 1
CAM109	A/600/9938	Working With Others	Optional	1	Level 1
CAM110	F/600/9939	Writing For Different Purposes	Optional	3	Level 1
CAM111	T/600/9940	Writing Needs At Work	Optional	1	Level 1
CAM112	A/600/9941	Writing Notes And Memos	Optional	1	Level 1

As well as consulting this document, providers must also check LASER's essential information regarding the availability of all LASER's qualifications and units, including withdrawal notifications. LASER's 'Qualification and Unit Announcements' are available on the LASER website.