

Unit Title: Understanding a Work Experience Placement	
Level:	Entry Three
Credit Value:	3
GLH:	30
OCNLR Unit Code:	HC4/E3/LQ/034
Ofqual Unit Reference Number:	J/506/0798

*This unit has 5 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Know about the organisation.	1.1. State the main activity of the organisation. 1.2. State one of the main jobs done within the organisation.
2. Understand own role within organisation.	2.1. Name his/her role and identify the main task s/he will undertake. 2.2. Name own supervisor and their job title.
3. Maintain acceptable conventions for personal presentation and behaviour in the workplace.	3.1. Keep to agreed dress code. 3.2. Attend placement at agreed times. 3.3. Ensure own behaviour is appropriate.
4. Know the safe working practices in the work environment.	4.1. Identify two major safety hazards. 4.2. Follow safety procedures and use PPE as instructed. 4.3. Locate the first aid box. 4.4. Locate the assembly point to be used during emergency procedures. 4.5. Name the person(s) to tell if there is an emergency or accident.
5. Be able to carry out tasks using appropriate work related skills.	5.1. Follow instructions to complete a given task. 5.2. Name one skill used to complete the task.

## Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

**P = Prescribed** This assessment method *must* be used to assess all or part of the unit.

**O = Optional** This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam	O	Role play/simulation	
Essay		Practical demonstration	O
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description		Production of artefact	