

Unit Title: Skills for Employability	
Level:	Entry Three
Credit Value:	3
GLH:	30
OCNLR Unit Code:	HC4/E3/LQ/032
Ofqual Unit Reference Number:	F/505/8788

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand the need for Health and Safety procedures at work.	1.1. List reasons for Health and Safety procedures at work. 1.2. Identify key safety signs. 1.3. Identify safe clothing for different types of work. 1.4. Outline how to maintain own safety at work. 1.5. State how to obtain help.
2. Be able to participate in a task in a work-simulated environment.	2.1. Follow simple instructions. 2.2. Perform a single work task. 2.3. Perform a short sequence of tasks. 2.4. Give an example of a problem with a task. 2.5. Give possible solutions to the problem.
3. Be able to work as part of a team.	3.1. Use questions and give answers clearly. 3.2. Work with another group member to complete a work task. 3.3. Assist other team members.
4. Know social skills needed for work.	4.1. Outline what is meant by time management. 4.2. Give examples of reliable and committed behaviour at work. 4.3. State key roles in a workplace. 4.4. Give an example of dealing positively with a difficult situation.

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	O
Essay		Practical demonstration	O
Report		Group discussion	O
Oral question and answer	O	Performance/exhibition	
Written description		Production of artefact	