

Unit Title: Work Experience	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	HC4/1/LQ/008
Ofqual Unit Reference Number:	K/500/5423

*This unit has 5 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand the structure and purpose of the organisation.	1.1. State the main purpose and activities of the organisation. 1.2. Identify and list the other most important activities undertaken by the organisation. 1.3. Outline the main aspects of the management structure.
2. Understand own role within organisation.	2.1. State his/her occupation and role in the workplace. 2.2. List agreed limitations of his/her responsibilities.
3. Maintain acceptable conventions for personal presentation and behaviour in the workplace.	3.1. List the reasons for agreed dress conventions. 3.2. Sustain punctuality throughout the placement. 3.3. Behave within agreed standards without direction.

<p>4. Comply with safe working practices demanded by the work environment.</p>	<p>4.1. Identify a range of safety hazards and list the precautions they require.          4.2. Select and use appropriate safety equipment for given tasks.          4.3. Locate 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 and their post with responsibility for health and safety and first aid in the organisation.          4.6. Give two examples of how to carry out work tasks that does not endanger self or others.</p>
<p>5. Carry out tasks as requested using appropriate work related skills.</p>	<p>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. Ensure that relevant information is passed on to appropriate others.</p>

## 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	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	
Reflective log/diary	O	Practice file	O