

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Dealing with Change
Unit Reference Number:	H/615/6979
Level:	Entry 3
Credit Value:	3
Minimum GLH:	30

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand key aspects of employment law from an employee perspective	1.1 List some rights that all people can expect in the workplace whether as an employee, a worker or self-employed
	1.2 Identify three circumstances which require employment law to support the rights of individuals at work
	1.3 Choose one circumstance and indicate how employment law will help the individual
2. Understand the need to manage new financial circumstances	2.1 State the benefit of keeping track of personal finance
	2.2 State the possible consequence of not keeping track of finances
	2.3 Outline a method for working out a personal budget to help deal with a new financial circumstances
3. Know where and how to access help and advice	3.1 State why it is important to seek professional advice at critical times of change
	3.2 State the person/people and organisations that offer support at times of changing circumstances: a) At work b) In the community

3.3	List some strategies that will help in preparing for a meeting with an adviser
3.4	List some questions to ask that will ensure learners have all the information they need