

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Preparation for Work Experience
Unit Reference Number:	H/615/8425
Level:	Entry 3
Credit Value:	1
Minimum GLH:	10

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the structure and purpose of the organisation	1.1 State the structure of the organisation
	1.2 State the main activities of the organisation
2. Understand employers/trainers expectations	2.1 State the travel plans to ensure effective timekeeping
	2.2 State three "housekeeping" issues in terms of dress code, lunch arrangements, initial contact and working hours