

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Responsible Work Practice
Unit Reference Number:	H/616/6525
Level:	Level 2
Credit Value:	1
Minimum GLH:	8

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the requirements of the workplace	1.1 Describe responsibilities of employees and organisations in relation to health and safety
	1.2 Explain why organisations set out requirements in relation to conduct and behaviour at work
	1.3 Describe the facilities available for employees in relation to their health and safety, physical and mental wellbeing and employee rights
2. Understand the importance of positive attitudes and behaviours at work	2.1 Describe the different attitudes and behaviours that apply within and outside the workplace
	2.2 Explain how positive attitudes and behaviours contribute to effective working practice
3. Understand the characteristics of effective work practice	3.1 Explain how employees can represent a positive image of their organisation when dealing with customers or others outside of the workplace
	3.2 Explain the importance of maintaining an appropriate attitude and appearance in the workplace