

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Employment Skills
Unit Reference Number:	F/615/6259
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. Know about 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 that might be encountered
	1.3 Identify appropriate safe clothing for different types of work
	1.4 Show how to ensure own safety in a work environment
	1.5 State how to obtain help if needed
2. Be able to participate in a work environment	2.1 Demonstrate following simple instructions
	2.2 Demonstrate performing a single work task
	2.3 Demonstrate performing a short sequence of tasks
3. Be able to work as part of a team	3.1 Demonstrate using questions appropriately
	3.2 Demonstrate giving answers clearly
	3.3 Demonstrate working with another group member to complete a work task

4. Be able to recognise the social skills needed for work/employment

4.1 Demonstrate basic understanding of time management skills

4.2 Identify examples of reliable and committed behaviour at work

4.3 State key roles in the workforce

4.4 Give an example of dealing positively with a difficult situation