

## Qualification Unit

This unit forms part of a regulated qualification.

**Unit Title:** Bullying and Harassment

**Unit Reference Number:** L/615/6989

**Level:** Entry Level Three (3)

**Credit Value:** Two (2)

**Minimum Guided Learning Hours:** 20

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand what is meant by bullying and harassment in the workplace	1.1 State the meaning of the words bullying and harassment
	1.2 Give examples of bullying or harassment to include: <ul style="list-style-type: none"> <li>a) Physical</li> <li>b) Verbal</li> <li>c) Non-verbal</li> </ul>
	1.3 Give one example of online bullying
	1.4 State one possible consequence of bullying and harassment on an individual in the workplace
2. Understand how to use appropriate strategies to help deal with the situation of bullying and harassment	2.1 From a given scenario, indicate signs of bullying or harassment
	2.2 State what can be done to support the person being bullied or harassed
	2.3 Identify personal strategies for dealing with bullying or harassment
3. Understand policies and procedures that are in place to deal with bullying or harassment	3.1 Identify a person(s) in an organisation to which suspected bullying or harassment can be reported
	3.2 List the procedures that are followed if an allegation of bullying or harassment has been made