

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Bullying and Harassment

Unit Reference Number: Y/615/7014

Level: One (1)

Credit Value: Three (3)

Minimum Guided Learning Hours: 27

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand what is meant by bullying and harassment in the workplace	1.1 Define the words bullying and harassment
	1.2 Identify and give examples of bullying or harassment to include: <ul style="list-style-type: none"> a) Physical b) Verbal c) Non-verbal
	1.3 Take part in a discussion to distinguish between 'fun'/ 'banter' and bullying/harassment
	1.4 Give one example of online bullying
2. Understand how to use appropriate strategies to help deal with the situations of bullying and harassment	2.1 From a given scenario, identify signs of bullying or harassment
	2.2 Describe what can be done to support the person being bullied or harassed
	2.3 Identify some personal strategies for dealing with bullying or harassment
	2.4 Outline possible consequences of bullying or harassment if it is allowed to go unchecked
3. Understand policies and procedures that are in place to deal with bullying and harassment	3.1 State the person to be contacted if bullying or harassment is suspected

3.2 Identify relevant policies and outline the procedures that are followed if an allegation of bullying or harassment has been made

3.3 Give one example of a successful outcome for a person seeking support for bullying or harassment