

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Responsible Work Practices

Unit Reference Number: D/615/7001

Level: One (1)

Credit Value: Two (2)

Minimum Guided Learning Hours: 16

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the importance of motivation in a workplace	1.1 State two things that could motivate a person in a workplace
	1.2 State a possible consequence of lack of motivation in a workplace on: <ul style="list-style-type: none"> a) An individual b) Colleagues c) The organisation
2. Understand the importance of punctuality and reliability in the workplace	2.1 State why punctuality is important
	2.2 State the possible consequences of not maintaining punctuality in the workplace
	2.3 State what is meant by 'reliability' in the workplace and outline its importance
	2.4 Identify ways to manage own time effectively
3. Understand the importance of personal presentation, behaviour and hygiene in a workplace	3.1 State why personal presentation, behaviour and hygiene in a work environment is important
	3.2 State the possible consequences of poor personal presentation, behaviour and hygiene in a work environment