

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Work Experience
Unit Reference Number:	K/615/9902
Level:	Level 2
Credit Value:	3
Minimum GLH:	24

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the structure and purpose of the organisation selected for their work experience placement	1.1 Describe the main purpose of the selected organisation
	1.2 Describe the main activities of the selected organisation
	1.3 Describe the management structure of the selected organisation
2. Understand own role within organisation whilst on work experience placement	2.1 Describe own role in the organisation whilst on work experience placement
	2.2 Describe agreed limitations of own responsibilities whilst on work experience placement
3. Be able to adhere to workplace standards for personal presentation and behaviour	3.1 Explain the reasons for organisation's dress conventions
	3.2 Behave within agreed workplace standards without direction
4. Know how to comply with safe working practices demanded by the work environment	4.1 Describe safety hazards
	4.2 Explain the appropriate precautions that must be taken in relation to the identified hazards
	4.3 Select appropriate safety equipment for given tasks
	4.4 Explain the use of appropriate safety equipment for given tasks
	4.5 Locate the First Aid Box

	4.6	Describe the organisation's procedures that must be followed in the event of a specific accident or emergency
	4.7	Identify the member(s) of staff within the organisation with responsibility for: a) health and safety b) first aid
	4.8	Explain the role and responsibilities of the member(s) of staff within the organisation with responsibility for: a) health and safety b) first aid
	4.9	Carry out own work practice ensuring that it does not endanger self or others
5. Be able to carry out work tasks as requested	5.1	Follow instructions to carry out work tasks as required
	5.2	Describe work related skills used to complete the tasks
	5.3	Explain why it is important that relevant information is passed on to appropriate others