

Unit Title: Work Experience
Unit Level: Level 2
Unit Credit Value: 6
GLH: 40
LASER Unit Code: WJE812
Ofqual Unit Code: Y/507/1501

This unit has 6 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to apply for work experience.	1.1	Identify possible work experience options.
		1.2	Produce an application for a work experience placement.
2.	Be able to prepare for work experience.	2.1	Describe the activities undertaken by their work experience provider.
		2.2	Give examples of the skills they hope to gain during their work experience placement.
		2.3	Select appropriate clothing and footwear to wear during their work experience placement.
		2.4	Give reasons for their choice of clothing and footwear.
3.	Be able to plan a journey to work.	3.1	Find out the different ways to get to their work experience placement.
		3.2	Explain the most suitable mode of transport to use.
		3.3	Estimate how long the journey will take.
		3.4	Estimate when to leave home to arrive at the appropriate time.
4.	Be able to undertake work experience.	4.1	Follow instructions to complete tasks in the workplace for which they are responsible.
		4.2	Outline the limits of their responsibilities in the workplace.
		4.3	Describe the roles of different people and/or departments in the workplace.
		4.4	Arrive at work on time.
		4.5	Take breaks at agreed times.
		4.6	Communicate effectively with others in the workplace.
5.	Be able to work safely.	5.1	Identify where health and safety information can be obtained in their workplace.
		5.2	Identify the person/s responsible for health and safety in their workplace.
		5.3	Follow safety rules, regulations, codes of practice and procedure to work safely in their workplace.

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6.	Be able to evaluate work experience.	6.1	Describe what they enjoyed about their work experience.
		6.2	Describe what they least enjoyed about their work experience.
		6.3	Outline what they learnt from their work experience.
		6.4	Give examples of how the work experience could have been improved.
		6.5	Explain how they are going to build on their experience in the workplace.

Assessment Guidance:
NA

Additional Information:
NA