

ASDAN Level 1 Certificate in Employability

1. Title

The following qualification has been accredited by the regulatory bodies in England and Northern Ireland (Ofqual and CCEA) and appear in the Register of Regulated Qualifications.

(ASDAN Employability qualifications Level 1 and Level 2 are no longer available in Wales.)

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Accreditation Number 600/8005/X

2. Location of the qualification within the subject/sector classification system

14.2 Preparation for Work

3. Total Qualification Time (TQT)

This is comprised of the number of Guided Learning Hours assigned to the qualification, and an estimate of the number of hours a candidate will reasonably be likely to spend in preparation, self-study, research and other independent and unguided learning activities. The TQT allocated takes into account estimates and other relevant information gathered from a reasonable number of centres and third parties.

Number of Guided Learning Hours assigned: 120 hours

Total Qualification Time: 150 hours

4. Qualification Dates

Review date: 31/08/2027

Candidate registrations may not be accepted by ASDAN after the operational end date for a specific qualification if an extension is not obtained from the regulators. However, certification is allowed until the certification end date so that candidates have time to complete any programme of study. At least six months before the operational end date for a qualification, ASDAN will undertake a review of the qualification. This will be done in collaboration with stakeholders in order to take account of any changes necessary to continue to meet their needs. Once this review process is complete, ASDAN will consider the most appropriate course of action, which might include applying to the regulators for an extension to the regulation period, revising or creating a new qualification or withdrawing the qualification. Information relating to changes or extensions to qualifications will be posted on the ASDAN website www.asdan.org.uk.

5. Objective of the qualification

The ASDAN Level 1 Certificate in Employability is designed to help learners develop the skills needed to become successful employees. The primary purpose of this qualification is to support them in overcoming barriers to entering work. It is primarily intended for young people and adults who are not yet ready for employment but for whom a job is a realistic aim within a reasonable timescale. It may also suit those experiencing the workplace for the first time that need to develop employability skills.

6. Staffing requirements

This section is provided to give some guidance on the experience and qualifications needed to deliver and assess these qualifications; it is not however intended to be exhaustive or definitive. Examples of relevant qualifications and occupational backgrounds are given as benchmarks. Other equivalent qualifications or backgrounds may also qualify prospective staff for delivery or assessment roles.

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Centres must ensure that they have sufficient numbers of suitably experienced Assessors and Internal Moderators to ensure that qualifications are delivered effectively, and that appropriate judgements are made as to whether evidence being presented is valid, sufficient and reliable.

ASDAN cannot be held responsible for any difficulties that arise in the delivery or assessment process as a result of internal recruitment decisions. Recruitment should be made at the discretion of centres, and centres should be aware that it is their responsibility to ensure that all staff involved in the delivery and assessment of ASDAN qualifications are suitably qualified.

Examples of relevant qualifications: Assessor/Internal Verifier awards

Examples of work experience: Demonstrable experience of knowledge of the subject area.

The ASDAN **Centre Guidance** (Section 2.2, Roles and Responsibilities) outlines the range of functions necessary for candidate achievement, and the expectations for suitable qualifications/experience.

7. Units

The units listed below are available for the qualification.

Title	Level	Unit reference	Credit rating (if applicable)	Unit Group
Maintaining work standards	1	MWS1	3	Core
Career exploration	1	CE1	2	Core
Applying for a job	1	AJB1	2	Core
Exploring job opportunities	1	EJO1	1	Core
Learning through work experience	1	LWE1	3	Core
Enterprise skills	1	ES1	1	Core
Communicating with others at work	1	CWO1	1	Additional
Customer service	1	CS1	2	Additional
Exploring business and enterprise	1	EBE1	2	Additional
Health and safety in the workplace	1	HSW1	2	Additional
Managing personal finance as an employee	1	MPF1	2	Additional
Opportunities for learning and work	1	OLW1	2	Additional
Overcoming barriers to work	1	OBW1	1	Additional
Participating in an enterprise activity	1	PEA1	3	Additional
Planning and reviewing learning	1	PRL1	2	Additional
Rights and responsibilities in the workplace	1	RRW1	1	Additional
Tackling problems	1	TP1	2	Additional
Team working	1	TW1	2	Additional

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Using advice and guidance	1	UAG1	1	Additional
Working with numbers	1	WWN1	2	Additional

8. Structure of the qualification

The qualification is credit-based and candidates must choose a combination of units from those listed above. The qualification comprises Core and Additional units. Candidates must complete 15 credits worth of units in total, and must include at least two units from the Core units group. The remainder of the credits can be achieved through either Core or Additional units. Candidates normally complete all units at the same level; however there is the flexibility to choose Additional units from the level above or below the qualification outcome, if appropriate. For a full Certificate qualification, the candidate must achieve a minimum of 8 credits at the level of the qualification outcome. Both of the Core units must be achieved at Level 1.

Credit transfer

Candidates who have achieved any of the Employability units in the context of another qualification can transfer the credit already achieved, provided the unit was achieved within 3 years of the Employability external moderation date. A Centre Claim form and guidance are provided on the website in order to manage credit claims.

Equivalent units are units within other qualifications that have been judged to be similar enough in content to be counted instead of certain units within the qualification.

Exemptions are generally non-credit based units that can allow a candidate to be exempt from certain identified units. Where such opportunities exist, these are noted in the specifications for the unit.

Some of the units have equivalent units or exemptions identified against them. A Centre Claim form and guidance are provided on the website in order to manage credit claims and exemptions.

Evidence to fully meet the Employability Standards is generated by completing activities to demonstrate skills, knowledge and understanding relevant to the units the candidate is working towards (approximately 120 hours of work).

Optional **student books** for Entry 2, Entry 3 and Level 1 are available for centres to download from the members area of the ASDAN website. These books contain activity ideas that could assist candidates in meeting the unit requirements.

Resource sheets have been developed to help candidates generate appropriate and focused evidence. These can be downloaded from the members area of the ASDAN website and their use is optional if equivalent evidence is provided in other ways.

Candidates who do not achieve the full qualification requirements will receive certification for those units which they have successfully completed

The mandatory **Standards with Guidance** document, which is provided to support centres in the delivery and assessment of the qualification, provides additional guidance on the appropriate type, quality and quantity of evidence required in order for learners to show they have met the required standard.

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The mandatory **Centre Guidance** contains all the information centres need in order to successfully deliver, assess and internally moderate the qualification and submit learners for certification.

9. Prior achievement and recognition of prior learning

There are no specific recommended prior learning requirements for this qualification. This qualification has been developed for use by schools, academies and colleges to accredit or contribute to work-related learning; careers education; enterprise education; work experience; PSHE and PLTS development. Centres are responsible for ensuring that this qualification is appropriate for the age and ability of their candidates.

Recognition of Prior Learning (RPL)

RPL is where a candidate has achieved something relevant to the qualification without formal recognition such as a certificate. ASDAN has a policy on RPL which allows all claims to be considered on an individual basis.

10. Progression opportunities

ASDAN Level 2 Award and Certificate in Employability

Progression routes for candidates achieving the Employability qualifications include apprenticeships, traineeships, employment, further education and any other qualifications at a higher level.

11. Assessment and moderation

Candidates complete a **portfolio of evidence** which is internally assessed by centre assessors against the unit assessment criteria. Assessors need to ensure that there is explicit evidence in the portfolio to show that the candidate has met the required standard.

There is a mandatory **Assessment Checklist** provided for each unit (see example below). These can be downloaded from the ASDAN website and must be completed by the assessor when the candidate completes each unit. Each Assessment Checklist must be signed by the candidate, assessor and internal moderator to authenticate the work, and added to each candidate's portfolio of evidence.

Internal moderation is undertaken by the centre, following their own sampling strategy. The internal moderator provides the vital link between the assessors and the external moderator, and acts as the centre's quality assurance representative.

External moderation is carried out by ASDAN's External Moderators who look at the quality and compare the standards of a sample of candidates' work to ensure that national standards are being met, monitor assessment practice and, where problems are identified, take action to ensure that assessment conforms to national standards.

12. Assessment language

ASDAN qualifications are published and assessed in English only.

15. Standards

The standards for each unit are as follows:

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Title:	Maintaining work standards
Unique reference number	J/504/5251
Level:	L1
Credit Value (if any):	3
Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Understand why employees are expected to comply with workplace standards and codes of conduct	1.1 Give examples that show why regular attendance and good timekeeping are important in the workplace 1.2 Explain why organisations expect workers to dress or behave in particular ways 1.3 Give examples that show why it is important to follow Health and Safety procedures in the workplace 1.4 Explain why workplace tasks need to be completed to a particular standard and within a reasonable timeframe
1.2 Know what standards are required in own organisation	2.1 Identify the requirements for attendance and timekeeping in own organisation 2.2 State the procedures to follow in case of lateness or absence 2.3 State why it is important to follow own organisation's lateness and absence procedures 2.4 Describe the organisation's standard for image in terms of appearance and behaviour 2.5 Give examples of different tasks and describe the standards to which they should be completed 2.6 Give examples of safe working practices in relation to different tasks
1.3 Be able to plan for, and meet, timekeeping and attendance requirements of own organisation	3.1 Plan their journey to work to ensure they are able to start work on time 3.2 Meet timekeeping and attendance requirements 3.3 Follow procedures if there are any difficulties in timekeeping and attendance
1.4 Be able to complete activities to specified work standards	4.1 Describe the tasks that need to be done 4.2 Identify the help, materials, equipment and/or tools needed to complete tasks 4.3 Ask for any help needed to achieve the quality of work required and to meet deadlines 4.4 Check finished work meets the required quality 4.5 Meet deadlines 4.6 Meet the organisation's standard for carrying out tasks safely
Additional information about the unit	
Organisation reference code	MWS1
Unit aim/purpose	To enable learners to show they understand the standards required in the workplace and to demonstrate they know and can meet the standards of their own organisation when carrying out activities.
Requirements about the way the units must be assessed (if appropriate)	N/A

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Guidance on suitable types of supporting evidence	Time sheets and attendance records; training agreement/contract of employment; codes of practice and/or procedures with relevant sections annotated/highlighted; witness testimony; review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	One of 6 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	N/A

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Title:	Career exploration
Unique reference number	K/504/5033
Level:	L1
Credit Value (if any):	2
Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Be able to identify a career goal and explore routes to achieving the goal	1.1 Describe what it means to 'have a career' 1.2 Identify a career goal of interest and give reasons for the choice 1.3 Identify different routes to achieve the career goal 1.4 State what are the advantages and disadvantages of the different routes
1.2 Be able to identify skills and qualities appropriate to a chosen career	2.1 Identify the vocational skills appropriate to a chosen career 2.2 Identify the interpersonal skills appropriate to the career 2.3 Identify qualities needed to be successful in the career 2.4 Compare own current skills and qualities with those identified
1.3 Be able to prepare for a career interview	3.1 Agree arrangements for a careers interview 3.2 Agree the purpose of the interview 3.3 State what information it would be helpful to get from the interview 3.4 Identify documents that may be helpful to take to the interview
1.4 Be able to review the outcomes of a career interview	4.1 Identify key information gained from the interview and any information still needed 4.2 Identify next steps 4.3 State how information from the interview helped with deciding on next steps
Additional information about the unit	
Organisation reference code	CE1
Unit aim/purpose	To enable learners to show they understand what is required to work towards the achievement of a career goal
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Internet printouts of career opportunities with relevant sections highlighted/annotated; skills/qualities audit; records of interview with a careers adviser/guidance worker, tutor or assessor; review records; action plans; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	One of 6 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	Career exploration L1 (Employability 2010)

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Title:	Applying for a job
Unique reference number	L/504/5025
Level:	L1
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Be able to carry out activities to apply for a job	<p>1.1 Identify a job that they would like to apply for</p> <p>1.2 Identify the skills and qualities required for the job</p> <p>1.3 Identify own skills and qualities that would make them suitable for that job</p> <p>1.4 Plan steps towards making a successful job application including identifying:</p> <ul style="list-style-type: none"> • an appropriate format for the application • relevant information to include in the application • who to check the application with before submitting it <p>1.5 Follow their plan and complete a job application</p> <p>1.6 Check accuracy of completed documents and amend if needed</p>
1.2 Be able to prepare for and take part in an interview and learn from the experience	<p>1.2.1 Prepare to attend an interview including identifying:</p> <ul style="list-style-type: none"> • questions that the interviewer might ask and appropriate answers • relevant experience/information that it would be useful to communicate to the interviewer <p>1.2.2 Present information about themselves at an interview responding to questions with relevant information and using appropriate language</p> <p>1.2.3 Use feedback to review their performance and state what they would do differently in the future</p>
Additional information about the unit	
Organisation reference code	AJB1
Unit aim/purpose	To enable learners to show they understand what is involved in applying for a job by working through the application process and preparing for and attending an interview
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Printouts of job adverts with relevant sections highlighted/annotated; printouts showing research into job /person specifications with relevant sections highlighted/annotated; skills/qualities audit; application paperwork (drafts and final documents); records of a job interview/witness testimony/video recording; other relevant evidence
Unit review date	31/12/17

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Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	One of 6 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	N/A

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Title:	Exploring job opportunities
Unique reference number	T/504/5147
Level:	L1
Credit Value:	1
Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Be able to identify suitable job opportunities	1.1 State who to see and where to go for help with job choices 1.2 Review their interests, experiences, skills and qualities 1.3 Get information about job opportunities that may be suitable 1.4 Agree realistic job options
1.2 Be able to identify steps for working towards getting a job	1.2.1 Identify and agree next steps that would maximise their chance of being successful if they wanted to apply for a particular job option
Additional information about the unit	
Organisation reference code	EJO1
Unit aim/purpose	To enable learners to show they understand how to identify job opportunities that would best suit their experience and skills and to decide on the steps they need to take towards successfully applying for such an opportunity.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Information on sources of support; printouts showing job requirements with relevant sections highlighted/annotated; review of skills/qualities/interests/experience; particular job requirements matches against candidate review; records of a discussion/witness testimony/video recording; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	One of 6 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	Finding a volunteering opportunity L2 (CVQ) (1 credit only)

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Title:	Learning through work experience
Unique reference number	T/504/5181
Level:	L1
Credit Value:	3
Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Be able to prepare for learning in the workplace	1.1 Agree an appropriate setting for workplace learning 1.2 Plan how to get to workplace on time 1.3 Identify: <ul style="list-style-type: none"> the times to start, finish and take breaks the person to report to what to wear at work 1.4 State the type of tasks/activities expected in work role 1.5 Agree what will be gained from the learning experience including: <ul style="list-style-type: none"> knowledge of how the organisation operates a view on the suitability of that work environment for themselves
1.2 Be able to carry out activities in the workplace	2.1 Describe what they learnt from induction including health and safety requirements 2.2 Complete workplace tasks to the required standard 2.3 Ask for help and advice when necessary
1.3 Be able to identify what has been learnt from the workplace experience	3.1 Review workplace experience with an appropriate person, including the benefits and drawbacks of the work setting 3.2 Describe what has been learnt from the workplace experience 3.3 State how the experience may affect decisions about own work/career choices
Additional information about the unit	
Organisation reference code	LWE1
Unit aim/purpose	To enable learners to show they can prepare for, carry out and review their workplace learning. To help learners make work related decisions about their future work/career.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Records of agreeing a placement; records of preparing for the placement; placement learning log/diary; witness statement from placement supervisor; records of reviewing workplace experience; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	One of 6 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	N/A

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Title:	Enterprise Skills
Unique reference number	A/504/5151
Level:	L1
Credit Value:	1
Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Understand the characteristics of successful entrepreneurs and how these are important in business situations	1.1 Describe what is meant by the term entrepreneur 1.2 Identify the skills that are needed to be a successful entrepreneur 1.3 Identify attitudes and qualities that are needed to be a successful entrepreneur 1.4 Give examples of situations where having entrepreneurial skills, attitudes and qualities would be important factors in contributing to business success
1.2 Understand own strengths as an enterprising person and ways to develop own enterprising characteristics	2.1 Describe how an enterprising person behaves 2.2 Identify own strengths in terms of enterprising skills, attitudes and qualities 2.3 State how enterprising skills, attitudes and qualities can help achieve own work related goals 2.4 Agree activities to develop own enterprising skills and attitudes
Additional information about the unit	
Organisation reference code	ES1
Unit aim/purpose	To enable learners to show they recognise the characteristics of successful entrepreneurs and how these contribute to successful businesses. To enable learners to show they can identify their strengths as an enterprising person and that they know how to develop them further.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate notes; internet printouts, articles etc. with relevant parts highlighted/annotated; project/assignment; presentation records; action plan; review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	One of 6 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	Exploring enterprise L1 (Employability 2010); Exploring entrepreneurship L2 (Employability 2010)

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Title:	Communicating with others at work
Unique reference number	L/504/5140
Level:	L1
Credit Value:	1
Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Understand how communication takes place in own organisation	1.1 Describe the structure of the organisation 1.2 Identify the lines of communication within the organisation 1.3 Describe the communication methods used within the organisation 1.4 Identify who they may need to communicate with in the organisation
1.2 Be able to communicate appropriately with others at work	2.1 Communicate clearly in ways that suit their purpose and audience 2.2 Respond to others' communication with relevant: <ul style="list-style-type: none"> • Comments • Questions • Information
Additional information about the unit	
Organisation reference code	CWO1
Unit aim/purpose	To enable learners to show they understand how communication takes place in their organisation and to show they can communicate effectively with others in the workplace.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate statements and other written records; organisational charts/diagrams with explanatory statements; internet printouts with relevant sections highlighted/annotated; video recordings of discussions; witness testimony; review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Communication skills for volunteers L2 (CVQ)

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Title:	Customer service
Unique reference number	L/504/5137
Level:	L1
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Understand why good customer service is important	1.1 Give examples that illustrate good practice in customer service 1.2 Give examples of how poor service could affect: <ul style="list-style-type: none"> customers organisations 1.3 State why it is important to make a good first impression
1.2 Understand customer needs and how own organisation tries to meet them	2.1 Identify the products/services provided to customers 2.2 State how the organisation provides products/services in ways that meet customer needs
1.3 Understand own organisation's customer service procedures and good practice standards	3.1 Identify customer service policies and procedures relevant to own role and responsibilities 3.2 State why it is important to maintain customer confidentiality 3.3 State what should be done in the event of a customer complaint
1.4 Be able to provide good customer service	4.1 Give a positive first impression to customers 4.2 Interact with customers using appropriate verbal and non-verbal communication skills 4.3 Meet the customer service standards of the organisation when carrying out own role
Additional information about the unit	
Organisation reference code	CS1
Unit aim/purpose	To enable learners to show they understand the importance of good customer service and how their organisation tries to provide it, and to show they can follow procedures and meet the customer service standards of their own organisation when carrying out their own role.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate statements; customer service information with relevant sections highlighted/annotated; photographs with explanatory statements; records of discussions; Observation record/witness testimony/video recording; review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit

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Equivalent ASDAN unit/s or exemptions	Introduction to Customer Care L1 (Employability 2010) Introduction to Customer Care L2 (Employability 2010) Volunteering and customer care L1 (CVQ) Volunteering and customer care L2 (CVQ)
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Title:	Exploring business and enterprise
Unique reference number	K/504/5145
Level:	L1
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Be able to identify different types of organisations that provide goods and/or services	<p>1.1 Identify a social enterprise and a commercial enterprise and state how their objectives differ</p> <p>1.2 Identify a service provided by a public sector organisation and a service provided by a business in the private sector</p> <p>1.3 Identify how public and private sector organisations differ in the way they are financed</p> <p>1.4 Identify the key differences between running a business/enterprise as a:</p> <ul style="list-style-type: none"> • Sole trader • Partnership • Co-operative
1.2 Understand how businesses/enterprises benefit society	<p>2.1 Describe the ways that businesses/enterprises benefit individual workers and their communities</p> <p>2.2 Identify the economic benefits that businesses/enterprises bring to society</p>
1.3 Be able to identify the features of a successful business/enterprise	<p>3.1 Identify what skills and qualities are needed within a workforce to help a business/enterprise be successful</p> <p>3.2 Identify a successful business/enterprise and the products and/or services it supplies</p> <p>3.3 Give reasons why the business is successful</p> <p>3.4 Give reasons why the process of business planning helps an enterprise to be successful</p>
Additional information about the unit	
Organisation reference code	EBE1
Unit aim/purpose	To enable learners to show their understanding of the different types of organisations that provide goods and/or services, how businesses/enterprises can benefit society and the features that make businesses/organisations successful.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate statements/project/assignment work; internet printouts about businesses/enterprises with relevant sections highlighted/annotated; newspapers/magazine articles and other reference material, with relevant parts highlighted/annotated; records of discussions; other relevant evidence
Unit review date	31/12/17

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Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Exploring business and enterprise L2 (Employability 2010)

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Title:	Health and safety in the workplace
Unique reference number	Y/504/5173
Level:	L1
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Understand rights and responsibilities relating to workplace health and safety	1.1 State the main health and safety responsibilities of employers 1.2 State the health and safety responsibilities of individuals who work for organisations 1.3 Give examples of legislation and regulations, relevant to own situation, that help keep individuals healthy and safe at work 1.4 Explain why it is important to follow health and safety procedures
1.2 Understand health and safety arrangements in own workplace	2.1 State how individuals working for the organisation are given information about health and safety 2.2 Identify safety signs in the workplace and state what they mean 2.3 State how to report a hazard in the workplace 2.4 Identify the location of: <ul style="list-style-type: none"> • Fire/emergency alarm • Fire fighting equipment • Fire exits • Assembly points • First aid box • First aid assistance • Accident book
1.3 Understand how to prevent and deal with accidents	3.1 Identify common accidents in the workplace 3.2 List ways such accidents can be prevented 3.3 State how a near miss or accident should be reported 3.4 State what to do the event of personal injury 3.5 Describe when and how to call for emergency assistance
1.4 Be able to perform workplace tasks safely	4.1 Follow health and safety procedures to carry out tasks safely 4.2 Use and store tools and equipment safely 4.3 Maintain a clean and tidy work area
Additional information about the unit	
Organisation reference code	HSW1
Unit aim/purpose	To enable learners to show they understand workplace health and safety and are able to carry out tasks safely
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Printouts of legislation/regulations with relevant sections highlighted/annotated; Candidate statements; Health and Safety information/images with relevant sections highlighted/annotated;

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	photographs with explanatory statements; video recordings of identifying health and safety signs/equipment, and carrying out tasks safely; witness testimony; review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Health and safety for volunteers L2 (CVQ) (1 credit only) Health and safety in the workplace L1 (Employability 2010)

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Title:	Managing personal finance as an employee
Unique reference number	A/504/5196
Level:	1
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Understand financial terms associated with being an employee	1.1 Identify key information on a wage slip 1.2 State the meaning of: <ul style="list-style-type: none"> ▪ PAYE ▪ Gross Pay ▪ Net Pay ▪ Income Tax ▪ National Insurance
1.2 Understand why it is important to manage own income and expenditure effectively	2.1 State what the terms 'income' and 'expenditure' mean 2.2 Describe problems that may occur if an individual's expenditure is greater than their income 2.3 Give reasons why it is important to keep track of own income and expenditure
1.3 Know about sources of information and advice to help with management of own finances	3.1 Identify sources of information about current accounts, savings accounts and credit cards 3.2 Identify sources of advice about dealing with debt problems
1.4 Be able to monitor income and expenditure over time and manage income within means	4.1 Work out their weekly net income 4.2 Identify own expenditure that is work-related 4.3 Identify own expenditure that is not work-related 4.4 Identify ways of reducing expenditure 4.5 Plan a personal budget to ensure that expenditure does not exceed income
Additional information about the unit	
Owner's Ref. No	MPF1
Unit aim(s)	To enable learners to show they understand financial issues related to being an employee, the benefits of managing their income and expenditure, and that they know about sources of financial information and advice. To enable learners to show they can monitor and manage their income and expenditure.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate statements; Highlighted payslip/salary statement; leaflets, information sheets, internet printouts etc., with relevant parts highlighted/annotated; record or log of income and expenditure; personal budget plan; witness statement; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	N/A

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Title:	Opportunities for learning and work	
Unique reference number	R/504/5205	
Level:	L1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
1.1 Understand the value of lifelong learning	1.1 State what is meant by lifelong learning 1.2 Describe how lifelong learning can help career success	
1.2 Understand that there is a range of opportunities for learning	2.1 Identify learning opportunities available locally that are relevant to own interests 2.2 Identify learning opportunities available nationally that are relevant to own interests 2.3 Identify a learning opportunity appropriate to own situation and state why it is suitable	
1.3 Understand that there is a range of opportunities for working	3.1 Identify the main differences between being an employee, being self-employed and working as a volunteer 3.2 Identify opportunities locally and nationally for working in a particular job 3.3 Identify opportunities in another country for working in a particular job	
1.4 Be able to explore options for learning and work	4.1 Describe the advantages and disadvantages of learning or working in own area and in a different region 4.2 Describe the advantages and disadvantages of learning or working in another country	
1.5 Be able to explore learning and work options for working towards a particular career	5.1 List a range of options for working towards a career of interest to themselves 5.2 Identify preferred option 5.3 Identify factors that may help or hinder progress including own interests, abilities and attitudes 5.4 Identify areas for own development and agree next steps	
Additional information about the unit		
Organisation reference code	OLW1	
Unit aim/purpose	To enable learners to show they have an understanding of the range of opportunities available for learning and work locally, and nationally/internationally, and that they are able to make the most of opportunities relevant to themselves	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Internet printouts, newspaper/magazine articles, information leaflets, brochures etc., with relevant sections highlighted/annotated; notes from talks given by speakers; records of interviews/discussions	

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	with a careers adviser/guidance worker or tutor; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Opportunities for learning and work L1 (Employability 2010) Opportunities for learning and work L2 (Employability 2010)

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Title:	Overcoming barriers to work
Unique reference number	L/504/5199
Level:	L1
Credit Value:	1
Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Understand the factors that enable an individual to be successful in accessing and staying in work	1.1 Identify external factors that may impact on the range of work opportunities available 1.2 Identify personal qualities that may affect an individual's ability to access and stay in work
1.2 Be able to identify barriers to accessing work and identify how to get support to help overcome them	2.1 Identify potential barriers to accessing work opportunities 2.2 Identify sources of information and support to help overcome barriers 2.3 Identify potential barriers relevant to own situation
1.3 Be able to plan to deal with money issues associated with becoming an employee	3.1 Identify items of expenditure associated with being an employee 3.2 Identify the range of benefits available to support people in work 3.3 State the eligibility criteria for benefits for different circumstances
Additional information about the unit	
Organisation reference code	OBW1
Unit aim/purpose	To enable learners to show they have an understanding of potential barriers to accessing and maintaining employment and to identify sources of support to help overcome them
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Internet printouts, newspaper/magazine articles, information leaflets, brochures, with relevant sections highlighted; notes from talks given by speakers; records of interviews/discussions with a careers adviser/guidance worker or tutor; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Overcoming barriers to work L1 (Employability 2010) Overcoming barriers to work L2 (Employability 2010)

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Title:	Participating in an enterprise activity
Unique reference number	H/504/5208
Level:	L1
Credit Value:	3
Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Be able to plan an enterprise activity with others	1.1 Agree an enterprise activity to take part in and describe its intended outcome/s 1.2 Describe what needs to be done and identify timescales for completing tasks 1.3 Agree roles and responsibilities of team members 1.4 Agree arrangements for reviewing progress
1.2 Be able to meet own responsibilities for an enterprise activity	2.1 Identify resources needed to meet own responsibilities 2.2 Carry out own tasks to the standard required 2.3 Keep team members informed of progress 2.4 Respond to difficulties in an appropriate way
1.3 Be able to review an enterprise activity	3.1 Share information on the extent to which the intended outcome was achieved 3.2 Identify what the team did well and less well in carrying out the enterprise activity
1.4 Be able to review own contribution to an enterprise activity	4.1 Identify own contribution towards achieving the intended outcome of the enterprise activity 4.2 Identify own enterprise skills, attitudes and qualities used in carrying out the activity 4.3 Agree next steps for continuing to improve own enterprise skills
Additional information about the unit	
Organisation reference code	PEA1
Unit aim/purpose	To enable learners to demonstrate enterprise skills through their contribution to planning, carrying out and reviewing an enterprise activity
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Records of planning the enterprise activity; activity log or diary; documentation/records from the enterprise activity; photographic evidence with explanatory statements; witness statements from placement supervisor; review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Participate in an enterprise activity L1 (Employability 2010) Participate in an enterprise activity L2 (Employability 2010)

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Title:	Planning and reviewing learning
Unique reference number	F/504/5300
Level:	L1
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Understand how setting targets can help improve their learning and performance	1.1 Describe how their learning and performance can be improved by setting clear targets
1.2 Be able to develop a plan to improve their learning and performance	2.1 Agree realistic targets 2.2 Identify clear steps and deadlines for each target 2.3 Identify where to get the support they need 2.4 Identify arrangements for checking progress
1.3 Be able to carry out their plan	3.1 Work through the steps in their plan to complete work on time 3.2 Use different ways of learning suggested by their tutor/supervisor and make changes when needed to improve performance 3.3 Reflect on their progress and use support given by others to help meet their targets
1.4 Be able to review how they have improved their learning and performance	4.1 Identify targets they have met and describe how they have improved their performance 4.2 Identify what they learned and the different ways they learned 4.3 Describe what went well and what went less well 4.4 Use feedback to help identify what they will do to continue to improve how they learn
Additional information about the unit	
Organisation reference code	PRL1
Unit aim/purpose	To enable learners to improve how they learn, and improve their performance, by actively engaging in the processes of planning their learning, working towards targets, and reviewing their progress and achievements
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Internet printouts/other materials with relevant sections highlighted/annotated; test results; skills/qualities audit; records of target setting discussions; action plan/review records; learning log/reflective diary; observation records/video recording; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit

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Equivalent ASDAN unit/s or exemptions	Improving own learning and performance L1 (Wider Key Skill) Improving own learning and performance L2 (Wider Key Skill) Introduction to improving own learning and performance L1 (CoPE) Introduction to improving own learning and performance L2 (CoPE)
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Title:	Rights and responsibilities in the workplace
Unique reference number	T/504/5214
Level:	L1
Credit Value:	1
Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Understand that employees have rights in the workplace	1.1 Describe the main rights all employees have at work 1.2 Explain the rights of an employee working in a particular job/employment sector 1.3 Give examples of laws that help to protect employees at work 1.4 Identify who could help with problems at work to do with employee rights 1.5 State what steps should be taken by an employee if they had a grievance issue at work
1.2 Understand that employees have responsibilities in the workplace	2.1 Describe the main responsibilities an employee has at work 2.2 State how an employee gets information about their responsibilities in the workplace 2.3 State what steps should be taken by an employee if they were faced with disciplinary procedures at work
Additional information about the unit	
Organisation reference code	RRW1
Unit aim/purpose	To enable learners to show they have an understanding of rights and responsibilities in the workplace and of sources of information and support relating to rights and responsibilities
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Training agreement/contract of employment; codes of practice and/or procedures with relevant sections highlighted/annotated; information on legislation that is relevant in the workplace; materials from induction or other training with relevant sections highlighted/annotated; staff handbook with relevant sections annotated/highlighted; contact details for sources of help and advice; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Rights and responsibilities at work L1 (Employability 2010)

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Title:	Tackling problems
Unique reference number	J/504/5220
Level:	L1
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Understand a problem and different ways of tackling it	1.1 Describe the problem and state why it needs to be solved 1.2 Identify how they will know if the problem has been solved 1.3 Suggest some ideas for how they might tackle the problem
1.2 Be able to develop and follow a plan to tackle the problem	2.1 Agree with an appropriate person how they will tackle the problem 2.2 Agree a plan for what they need to do identifying: <ul style="list-style-type: none"> • how long the work should take • materials, tools and equipment needed • methods, and steps for working through the problem • any health and safety issues 2.3 Check they would know what to do if anything went wrong 2.4 Follow their plan, working safely and using support given by others to help tackle the problem 2.5 Reflect on the progress of their work and use support to revise the plan if anything goes wrong
1.3 Be able to review the effectiveness of how they tackled the problem	3.1 Check whether the problem has been solved by following agreed steps 3.2 Identify what went well and less well in tackling the problem 3.3 Describe what they did about any difficulties they had 3.4 Suggest and agree ways of improving their skills in tackling problems in the future
Additional information about the unit	
Organisation reference code	TP1
Unit aim/purpose	To enable learners to develop the skills and understanding to tackle problems systematically by actively engaging in the processes of thinking about a problem, planning how to tackle it and reviewing the effectiveness of their problem-solving skills
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate statements; activity log/diary/learning log; photographic evidence with explanatory statements; observation records/witness testimony/video recording; product evidence arising from the candidate's particular activities; other relevant evidence
Unit review date	31/12/17

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Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Dealing with problems in daily life L2 (CVQ, AoPE) Tackling problems L1 (Employability 2010) Tackling problems L2 (Employability 2010) Problem solving L2 (Wider key skills) Introduction to problem solving L2 (CoPE)

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Title:	Team Working
Unique reference number	T/504/5245
Level:	L1
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Understand how they can play a valuable part in a team	1.1 Describe the contribution they can make to help a team be successful
1.2 Be able to plan to work in a team	2.1 Confirm the objectives their tutor/supervisor has given to the team 2.2 Describe the ground rules for working in the team 2.3 Confirm what tasks the team has to carry out and deadlines 2.4 Confirm own individual responsibilities for : <ul style="list-style-type: none"> • tasks to be done • health and safety • following the ground rules 2.5 Agree the arrangements for working together as a team relating to: <ul style="list-style-type: none"> • who they will be working with, where and when • who to ask for help when it is needed
1.3 Be able to work with others to achieve team objectives	3.1 Get what they need to carry out tasks and meet own responsibilities in the team 3.2 Complete tasks without disrupting or offending others 3.3 Complete tasks safely following the methods they have been given 3.4 Reflect on progress of own work and that of the team 3.5 Ask for help when appropriate 3.6 Give support to others when appropriate
1.4 Be able to review the work of the team and own contribution, and agree how to improve own skills	4.1 Describe what went well and less well in the work of the team, including: ground rules, working relationships and whether the team achieved its objectives 4.2 Describe how they personally helped the team to achieve its objectives 4.3 Agree ways of improving how they work as a member of a team in the future, including how they get on with other members of a team
Additional information about the unit	
Organisation reference code	TW1
Unit aim/purpose	To enable learners to show they understand how they can contribute to successful teamwork and to improve their team working skills by actively

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	engaging in the processes of planning the work of the team, working with other team members towards agreed objectives, and reviewing the work of the team and their own contributions.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Records of planning the activity – group plan and own plan; activity log/diary/learning log; minutes of team meetings; photographic evidence with explanatory statements; witness statements from tutors/peers; review records; product evidence arising from the candidate's particular task/s; observation records/video recording; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Introduction to working with others L1 (Employability 2010) Team working L2 (Employability 2010)

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Title:	Using advice and guidance
Unique reference number	L/504/5249
Level:	L1
Credit Value:	1
Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Understand the benefits of advice and guidance in achieving learning and work related goals	1.1 State how advice and guidance can help achieve learning and work related goals 1.2 Identify at what stages of learning and work it would be beneficial for an individual to seek advice and guidance
1.2 Understand how to access relevant advice and guidance	2.1 Identify a range of sources of advice and guidance related to achieving learning and work related goals 2.2 State the advantages and disadvantages of using particular sources of advice and guidance 2.3 Identify the information needed to help make decisions about achieving own learning or work goals 2.4 Choose and agree source/s of advice and guidance which would be helpful in own situation
1.3 Be able to use advice and guidance to help make decisions about achieving own learning or work related goals	3.1 Agree when and how to access advice and guidance 3.2 Use the chosen source/s to get the information needed 3.3 Identify the next steps towards achieving a learning or work-related goal
Additional information about the unit	
Organisation reference code	UAG1
Unit aim/purpose	To enable learners to show they understand the benefits of using advice and guidance to help achieve learning and work- related goals and to be able to use that advice and guidance effectively
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Records of discussion with a careers adviser/guidance worker or tutor; internet printouts of education/training/employment opportunities, with relevant sections highlighted; action plans, review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Using advice and guidance L1 (Employability 2010) Using advice and guidance L2 (Employability 2010)

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Title:	Working with numbers
Unique reference number	Y/504/5254
Level:	L1
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
1.1 Understand ways in which numbers are used in the workplace	1.1 Give examples, from a range of workplaces, of ways that numerical information is used as part of the work of an organisation 1.2 Identify the types of practical number problems they might meet at work
1.2 Be able to plan to tackle practical number problems	2.1 Describe a practical problem that involves a range of numerical data and information 2.2 Agree with an appropriate person how they will tackle the problem 2.3 Obtain the information needed to tackle the practical number problem
1.3 Be able to tackle a practical number problem using appropriate methods	3.1 Tackle the number problem using appropriate methods 3.2 Check that the results make sense
1.4 Be able to interpret results and present findings	4.1 Present the results clearly and in appropriate way/s 4.2 Explain what the results mean
Additional information about the unit	
Organisation reference code	WWN1
Unit aim/purpose	To enable learners to show their understanding of the ways in which numbers are used in the workplace and to show they can use mathematics to plan and tackle workplace number problems.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate's rough notes and statements; source materials such as price lists, menus, catalogues with relevant parts highlighted/annotated; completed worksheets and records of work calculations; records of discussion; observation records or witness testimony; review records; other relevant evidence
Unit review date	31/12/17
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Functional Mathematics L1 Functional Mathematics L2

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Sample Assessment Checklist:

Assessment Checklist - Employability Level 1				
Maintaining work standards (MWS1) 2013				Credits: 3
Learning outcome	You will:		You can:	Evidence Page No.
MWS1.1	Understand why employees are expected to comply with workplace standards and codes of conduct	1.1.1	Give examples that show why regular attendance and good timekeeping are important in the workplace	
		1.1.2	Explain why organisations expect workers to dress or behave in particular ways	
		1.1.3	Give examples that show why it is important to follow Health and Safety procedures in the workplace	
		1.1.4	Explain why workplace tasks need to be completed to a particular standard and within a reasonable timeframe	
MWS1.2	Know what standards are required in your own organisation	1.2.1	Identify the requirements for attendance and timekeeping in your own organisation	
		1.2.2	State the procedures to follow in case of lateness or absence	
		1.2.3	Give reasons why it is important to follow your own organisation's lateness and absence procedures	
		1.2.4	Describe the organisation's standard for image in terms of appearance and behaviour	
		1.2.5	Give examples of different tasks and describe the standards to which they should be completed	
		1.2.6	Give examples of safe working practices in relation to different tasks	
MWS1.3	Be able to plan for, and meet, timekeeping and attendance requirements of your own organisation	1.3.1	Plan your journey to work to ensure you are able to start work on time	
		1.3.2	Meet timekeeping and attendance requirements	
		1.3.3	Follow procedures if there are any difficulties in timekeeping and attendance	
MWS1.4	Be able to complete activities to specified work standards	1.4.1	Describe the tasks that need to be done	
		1.4.2	Identify the help, materials, equipment and/or tools needed to complete tasks	
		1.4.3	Ask for any help needed to achieve the quality of work required and to meet deadlines	
		1.4.4	Check finished work meets the required quality	
		1.4.5	Meet deadlines	
		1.4.6	Meet the organisation's standard for carrying out tasks safely	
<p>Assessor Declaration: 'I confirm that the details above are correct, that the evidence submitted is the candidate's own work and the candidate meets all of the requirements for certification of this unit.'</p> <p>Candidate Declaration: 'I confirm that the evidence in this portfolio is all my own work.'</p>				
Candidate name:			Candidate signature	Date:

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Assessor name:	Assessor signature:	Date:
Internal Moderator name:	Internal Moderator signature:	Date: