

ASDAN Entry Level Award in Employability (Entry 2)

1. Title

The following qualification has been accredited by the regulatory bodies in England, Wales and Northern Ireland (Ofqual, Qualifications Wales and CCEA).

ASDAN Entry Level Award in Employability (Entry 2)

Accreditation Number: 600/7772/4

In England and N. Ireland it appears in the Register of Regulated Qualifications. In Wales it appears in the QiW (Qualifications in Wales) database.

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: 48 hours

Total Qualification Time: 60 hours

4. Qualification Dates

Operational End Date: 31/08/2024

Certification End Date: 31/08/2026

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 Entry Level Award in Employability (Entry 2) 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.

ASDAN Entry Level Award in Employability (Entry 2)

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.

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	E2	MWS E2	2	Core
Exploring Job Opportunities	E2	EJO E2	2	Core
Learning through Work Experience	E2	LWE E2	3	Core
Communicating with Others at Work	E2	CWO E2	1	Additional
Customer Service	E2	CS E2	2	Additional
Health and Safety in the Workplace	E2	HSW E2	2	Additional
Planning and Reviewing Learning	E2	PRL E2	2	Additional
Rights and Responsibilities in the Workplace	E2	RRW E2	1	Additional
Tackling Problems at Work	E2	TPW E2	1	Additional
Travelling to work	E2	TTW E2	2	Additional
Working with Numbers	E2	WWN E2	2	Additional
Working with Others	E2	WWO E2	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 6

ASDAN Entry Level Award in Employability (Entry 2)

credits worth of units in total, and must include at least one unit 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 units from the level above the qualification outcome, if appropriate. For a full Award qualification, the candidate must achieve a minimum of 4 credits at the level of the qualification outcome.

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 60 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.

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

ASDAN Entry Level Award in Employability (Entry 2)

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 Entry Level Certificate in Employability E2

ASDAN Entry Level Award and Certificate in Employability E3

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.

ASDAN Entry Level Award in Employability (Entry 2)

13. Standards

The standards for each unit are as follows:

Title:	Maintaining work standards
Unique reference number	R/504/5253
Level:	E2
Credit Value (if any):	2
Learning outcomes The learner will:	Assessment criteria The learner can:
E2.1 Understand timekeeping and attendance requirements	1.1 Describe good timekeeping
	1.2 Describe good attendance
	1.3 State the requirements for timekeeping and attendance in own organisation
	1.4 Describe what to do if late or unable to attend
E2.2 Be able to complete activities to the required standard	2.1 Identify the standard required for a given activity in terms of quality and timescale
	2.2 Follow steps to complete the activity to the required standard
	2.3 Follow safety procedures when carrying out the activity
	2.4 Use help if needed
Additional information about the unit	
Organisation reference code	MWSE2
Unit aim/purpose	To enable learners to show they understand the standards required for attendance and timekeeping in their own organisation and to demonstrate they can follow instructions to complete activities to a specified standard
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Training agreement; codes of practice and/or procedures with relevant sections annotated/highlighted; witness testimony; photos with explanatory statements; 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 3 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	Understanding work standards E2 (Employability 2010/Diploma in Life Skills) Maintaining work standards E3 (Employability 2010/Diploma in Life Skills)

ASDAN Entry Level Award in Employability (Entry 2)

Title:	Exploring job opportunities
Unique reference number	F/504/5149
Level:	E2
Credit Value (if any):	2
Learning outcomes The learner will:	Assessment criteria The learner can:
E2.1 Understand how to relate their skills and interests to potential job opportunities	1.1 Use given information to identify job opportunities 1.2 Identify their skills and interests 1.3 Identify skills and qualities they would need to do particular jobs
E2.2 Be able to communicate information about themselves which is relevant to a particular job role	2.1 Identify a job role which is of interest to themselves 2.2 Agree how they will present information about themselves 2.3 Communicate straightforward information about themselves which is relevant to the job role
Additional information about the unit	
Organisation reference code	EJOE2
Unit aim/purpose	To enable learners to identify potential job opportunities and to show they understand how to relate their interests, skills and qualities to particular job roles
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 job requirements with relevant sections highlighted/annotated; skills/quality audit; application paperwork; records of a simulated job interview/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 3 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	Exploring job opportunities E2 (Employability 2010/Diploma in Life Skills) Exploring job opportunities E3 – 1 credit only (Employability 2010/Diploma in Life Skills)

ASDAN Entry Level Award in Employability (Entry 2)

Title:	Learning through work experience
Unique reference number	J/504/5184
Level:	E2
Credit Value (if any):	3
Learning outcomes The learner will:	Assessment criteria The learner can:
E2.1 Be able to prepare for learning in the workplace	1.1 State location of workplace
	1.2 Identify the time to be at work
	1.3 Identify the person to report to
	1.4 State what to wear at work
	1.5 State what they want to learn from the work experience
E2.2 Be able to carry out straightforward activities in the workplace	2.1 Follow instructions to carry out straightforward tasks and activities
	2.2 Use help when given
E2.3 Be able to identify what they learnt from the workplace experience	3.1 Review the workplace experience with an appropriate person
	3.2 List what they liked and disliked about the workplace experience
	3.3 List what they learnt from the workplace experience
	3.4 State whether their future plans have changed as a result of the work experience
Additional information about the unit	
Organisation reference code	LWEE2
Unit aim/purpose	To enable learners to show they can prepare for, carry out and review their workplace learning, and to help learners make work related decisions about their future
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Records of preparing for the placement; witness statement 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.)	One of 3 units in core units group. At least one unit must be completed from this group.
Equivalent ASDAN unit/s or exemptions	Learning through work experience E3 (Employability 2010)

ASDAN Entry Level Award in Employability (Entry 2)

Title:	Communicating with others at work
Unique reference number	Y/504/5142
Level:	Entry 2
Credit Value:	1
Learning outcomes The learner will:	Assessment criteria The learner can:
E2.1 Understand how people communicate in the workplace	1.1 Give examples of the sorts of information people communicate in the workplace 1.2 Give examples of the ways that people communicate in the workplace
E2.2 Be able to take an active part in exchanges about straightforward work related topics	2.1 Identify the main points of short explanations/instructions 2.2 Make clear and appropriate contributions to exchanges 2.3 Ask relevant questions 2.4 Respond to straightforward questions appropriately
Additional information about the unit	
Organisation reference code	CWOE2
Unit aim/purpose	To enable learners to show they have an understanding of workplace communication and to show they can take part in workplace exchanges about familiar topics.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate statements; photographs with explanatory statements; video recordings of discussions/exchanges; 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	N/A

ASDAN Entry Level Award in Employability (Entry 2)

Title:	Customer Service
Unique reference number	Y/504/5139
Level:	Entry 2
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
E2.1 Understand how customers like to be treated	1.1 Give examples of how to give good customer service
E2.2 Understand own role in providing a service to customers	2.1 Identify the customers they work with 2.2 Describe the work they do with customers
E2.3 Be able to work with customers	3.1 Greet customers in an appropriate manner 3.2 Respond to straightforward questions from customers in an appropriate way
Additional information about the unit	
Organisation reference code	CSE2
Unit aim/purpose	To enable learners to show they understand how customers like to be treated and to be able to interact with customers in an appropriate way.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Candidate statements; printouts of customer service information with relevant sections highlighted/annotated; photographs with explanatory statements; records of discussions; observation record/witness testimony/video recording; review records
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

ASDAN Entry Level Award in Employability (Entry 2)

Title:	Health and safety in the workplace	
Unique reference number	H/504/5175	
Level:	Entry 2	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Understand why it is important to follow health and safety instructions in the workplace	1.1 Give a reason why it is important to follow health and safety instructions in the workplace	
E2.2 Know the fire procedure in own organisation	2.1 Describe what to do if the fire alarm goes off	
E2.3 Know how to identify hazards, safety signs and protective equipment in the workplace	3.1 Give an example of a workplace hazard 3.2 Identify common safety signs in the workplace and state what they mean 3.3 Identify protective equipment/clothing that is used in the workplace	
E2.4 Be able to follow health and safety procedures and instructions to complete tasks safely	4.1 Follow the health and safety procedure they have been given when carrying out a task 4.2 Use tools or equipment safely 4.3 Follow instructions to keep their work area clean and tidy	
Additional information about the unit		
Organisation reference code	HSWE2	
Unit aim/purpose	To enable learners to show they have a basic understanding of workplace health and safety and are able to carry out straightforward tasks safely	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Candidate statements; health and safety information/images with relevant sections highlighted/annotated; photographs with explanatory statements; video recordings of the candidate identifying safety signs, carrying out tasks safely etc.; 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	N/A	

ASDAN Entry Level Award in Employability (Entry 2)

Title:	Planning and reviewing learning
Unique reference number	M/504/5213
Level:	Entry 2
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
E2.1 Be able to identify their strengths and what they need to improve	1.1 Identify their strengths 1.2 Identify what they need to improve 1.3 Identify a priority area for improving their skills
E2.2 Be able to identify a target and plan how to meet it	2.1 Identify a target to work towards that will help improve their skills 2.2 Identify the steps to achieve the target 2.3 State who will support them in achieving the target 2.4 Identify a review date
E2.3 Be able to follow given steps to meet their targets	3.1 Carry out given activities to meet their targets 3.2 Identify what they have achieved
Additional information about the unit	
Organisation reference code	PRLE2
Unit aim/purpose	To enable learners to show they can actively engage in planning and reviewing their learning.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Initial assessment documentation with relevant sections highlighted/annotated; skills/qualities audit; test results; records of target setting discussions/review records; action plan; observation records/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.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Planning and reviewing learning E2 (Employability 2010, Diploma in Life Skills) Planning and reviewing learning E3 (Employability 2010, Diploma in Life Skills)

ASDAN Entry Level Award in Employability (Entry 2)

Title:	Rights and responsibilities in the workplace	
Unique reference number	F/504/5216	
Level:	Entry 2	
Credit Value:	1	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E2.1 Understand that employees have rights in the workplace	1.1 Give examples of the rights an employee has at work 1.2 Identify who could help with problems at work to do with employee rights	
E2.2 Understand that employees have responsibilities in the workplace	2.1 List the main responsibilities an employee has at work 2.2 State how an employee gets information about their responsibilities in the workplace	
Additional information about the unit		
Organisation reference code	RRWE2	
Unit aim/purpose	To enable learners to show they have an understanding that employees have rights and responsibilities in the workplace and that they know about 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 annotated/highlighted; materials from induction or other training with relevant sections annotated/highlighted; organisational 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 E2 or E3 (Employability 2010) Rights and responsibilities at work E2 or E3 (Diploma in Life Skills)	

ASDAN Entry Level Award in Employability (Entry 2)

Title:	Tackling problems at work
Unique reference number	A/504/5229
Level:	Entry 2
Credit value:	1
Learning outcomes	Assessment criteria
The learner will:	The learner can:
E2.1 Be able to follow a given procedure in response to a problem	1.1 Identify a straightforward problem that they might meet at work 1.2 State why the problem needs to be tackled 1.3 Tackle the problem using a given procedure
Additional information about the unit	
Organisation reference code	TPWE2
Unit aim/purpose	To enable learners to show they recognise the sort of problems they might meet in a place of work and that they can tackle a problem following a given procedure
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Activity log/diary/learning log; photographic evidence with explanatory statements; observation records/witness testimony/video recording; product evidence arising from the candidate's particular task/s; 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	Tackling problems E3 (Employability 2010) Tackling problems E3 (Diploma in Life Skills)

ASDAN Entry Level Award in Employability (Entry 2)

Title:	Travelling to work
Title:	Working with numbers
Unique reference number	1/504/5256
Level:	Entry 2
Credit Value:	2
Learning outcomes The learner will:	Assessment criteria The learner can:
E2.1 Show the most appropriate way to travel to their workplace in a workplace	1.1 Identify different ways of travelling to work 1.2 Give examples of when calculations would be used in a workplace to: 1.2 Identify the most appropriate way to travel to their workplace: • Add numbers • Subtract numbers
E2.2 Understand how to plan their journey to arrive at work on time	2.1 Describe the route to their workplace 2.2 Identify ways to pay for their travel to work if appropriate 1.2 Give examples of measurements that might be made in a workplace 2.3 State the time they have to be at work 2.4 State how long the journey should take
E2.2 Be able to carry out basic calculations to tackle practical number problems	2.1 Identify the information needed to tackle a practical number problem
E2.3 Be able to travel to work and arrive on time	3.1 State what time to leave home to arrive at work on time 2.2 Carry out simple calculations to tackle the number problem 3.2 Ask for help or support with travelling to their workplace if needed 2.3 Check that the results make sense 2.4 State what the results mean 3.3 Travel to their workplace using an appropriate method
Additional information about the unit	
Organisation reference code	AVWNE2
Additional information about the unit	
Unit aim/purpose	To enable learners to show they have an understanding of how numbers are used in a workplace
Unit aim/purpose	to enable learners to show they understand how to plan their journey to work in order to arrive on time for the working day
Requirements about the way the units must be assessed (if appropriate)	N/A
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 discussions; observation records or witness testimony; time sheets and attendance records; 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
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Tackling number problems E3 (Employability 2010) E2 or E3 Functional Mathematics
Equivalent ASDAN unit/s or exemptions	N/A

ASDAN Entry Level Award in Employability (Entry 2)

Title:	Working with others
Unique reference number	F/504/5247
Level:	Entry 2
Credit value:	2
Learning outcomes	Assessment criteria
The learner will:	The learner can:
E2.1 Be able to prepare for working with others	1.1 List the ground rules for working with others 1.2 State what the group is working towards 1.3 State what they are going to do
E2.2 Be able to meet their responsibilities when working with others	2.1 Carry out own task/s when working with others 2.2 Ask for help or support when needed 2.3 State what went well in own task/s 2.4 State what went less well in own task/s
Additional information about the unit	
Organisation reference code	WWOE2
Unit aim/purpose	To enable learners to show they can actively engage in preparing to work with others and that they can meet their responsibilities and review their own work.
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; activity log/diary/learning log; photographic evidence with explanatory statements; witness statements from tutors/peers; review records; product evidence arising from the candidate's particular task/s; 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	Working as part of a group E2 or E3 (PSD, Diploma in Life Skills) Introduction to working with others E2 or E3 (Employability 2010)

ASDAN Entry Level Award in Employability (Entry 2)

Sample Assessment Checklist:

Assessment Checklist - Employability Entry 2				
Maintaining work standards (MWSE2) 2013				Credits: 2
Learning outcome	You will:		You can:	Evidence Page No.
MWSE2.1	Understand time keeping and attendance requirements	E2.1.1	Describe good timekeeping	
		E2.1.2	Describe good attendance	
		E2.1.3	State the requirements for timekeeping and attendance in your own organisation	
		E2.1.4	Describe what to do if you are late or unable to attend	
MWSE2.2	Be able to complete activities to the required standard	E2.2.1	Identify the standard required for a given activity in terms of quality and timescale	
		E2.2.2	Follow steps to complete the activity to the required standard	
		E2.2.3	Follow safety procedures when carrying out the activity	
		E2.2.4	Use help if needed	
<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:
Assessor name:		Assessor signature:		Date:
Internal Moderator name:		Internal Moderator signature:		Date: