



Unit 7 Identify goals for a work placement and complete work related tasks

Entry Level 3

Evidence requirements for centre assessors

Assessment must take place before submitting candidate work to the OCR Examiner-moderator. This should be made evident by the centre assessor using annotations (i.e. ticks and comments). Centre assessors must refer to the Teaching Content contained within the Unit specification.

The placement should be at least one full working day in duration.

Assessment criteria	Requirements
1.1 Identify personal goals to be achieved in a work placement	Learners must identify two personal goals they hope to achieve during a work placement e.g. <ul style="list-style-type: none"> • gaining skills/experience • developing personal attributes • gaining understanding of working environment.
1.2 State an organisation for a proposed work placement	Learners must state details of a proposed work placement. Must include: <ul style="list-style-type: none"> • name of organisation, • main activity of this organisation • location of this organisation. Screenshots of company website or annotated maps can be used as alternative evidence.

Assessment criteria	Requirements
1.3 Identify a method of transport to the proposed work placement	Learners must state their chosen method of transport. Screenshots, copies of annotated timetables or maps can be used as alternative evidence.
2.1 Identify the behaviour expected during a work placement	Learners must identify two examples of the type of behaviour a workplace supervisor would expect from an employee e.g. <ul style="list-style-type: none"> • arriving on time
2.2 State why it is important to behave appropriately	Learners must state two reasons why it is important to behave in this way. e.g. <ul style="list-style-type: none"> • may affect the work of others • could prevent an accident • representing the business.
3.1 Complete work related tasks	Learners must complete two work related tasks. These tasks can be completed during a work placement, at the centre or simulated activities.
3.2 Demonstrate appropriate skills or personal attributes when completing tasks	The tasks could include; cleaning, gardening, maintenance, administration, customer service. Evidence needs to be provided to show that the learner completed the task and demonstrated skills or personal attributes – this must be identified. For example photographs, video, screenshots etc. A witness statement (from someone observing the task) must be completed for each task. Each statement must be signed and dated by the witness.
4.1 Identify whether their personal goals have been met	Learners must refer to the two personal goals identified in Task 1a (AC1.1) and indicate whether each goal was achieved. Learners should provide a short explanation of why they feel the goal was or was not achieved.

Assessment criteria	Requirements
4.2 Identify skills or personal attributes used when completing work related tasks	Learners must identify two skills or personal attributes they have used when completing work related tasks.
4.3 Identify personal improvements needed when completing work related tasks	Learners must identify two personal improvements they could make when completing work related tasks. e.g. <ul style="list-style-type: none">• work more quickly• listen to instructions• ask for help when required.