

Unit Title:	Developing skills for the workplace: following instructions
OCR unit number:	N1
Life and Living Skills Area:	World of Work
Level:	Entry 1
Credit value:	2
Guided learning hours:	20

Unit purpose and aim

This unit aims to provide learners working within Entry 1 (although not usually at the earliest stages of that level) with the opportunity to have recognised their achievements in relation to their ability to follow the sorts of instructions they are likely to encounter in the workplace.

This unit spans a range of achievement for learners working at the 'Supported Participation' to 'Application' stages of the Entry 1 Achievement Continuum.

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
The Learner will: 1 Be able to follow instructions	The Learner can: 1.1 Follow clearly-conveyed, simple instructions to carry out tasks or to act in a manner appropriate in the workplace.	<ul style="list-style-type: none"> Participate in a shared photocopying activity in the centre administration office, for example, by pressing the 'start' key on the photocopier Follow instructions to complete a work activity in the centre, for example, by placing chairs with tables ready for a meeting Independently completing regular tasks in the centre kitchen, for example, by displaying the daily menu.

Assessment

Assessment of this unit must make use of the Entry 1 Achievement Continuum. Assessors will be required to indicate the stage on the continuum at which the learner has achieved the learning outcome.

This unit spans a range of achievement from the **supported participation** to **application** stages of the Achievement Continuum. It may be assessed using any method, or combination of methods, which clearly demonstrate that the learning outcomes and assessment criteria have been met.

The examples provided above are just that: learners may demonstrate their ability to meet the criteria in many other ways. Learners are not expected to undertake all these activities in order to meet the assessment criteria.

Evidence requirements

Candidates must show they have followed instructions and carried out tasks in an appropriate manner, in the workplace. The learner may need support to complete the work-related tasks; this will be reflected in their Record of Assessment and Evidence.

The Record of Assessment and Evidence for this unit must be completed in full and signed by the assessor to confirm the evidence is authentic and meets the requirements of the learning outcomes and assessment criteria. The completed Record of Assessment and Evidence , together with any other appropriate form of evidence, must be submitted for moderation.

Additional information

The following documents must be used to record candidate evidence and their level of achievement on the Entry 1 Achievement Continuum:

- Entry 1 Achievement Continuum
- Record of Assessment and Evidence