

Level 1 – Unit 13 Preparing for and learning from a work placement

Marking guidance 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.

Task no	Assessment criteria	Guidance
1a	1.1 Outline a work placement, to include <ul style="list-style-type: none"> • sector • name of organisation • main purpose of organisation • main activities of organisation 	Candidates must outline details of their work placement, as listed in AC1.1. Sector, name of organisation and main purpose of organisation required. Candidates must outline four main activities carried out in the organisation, these must relate the organisation.
1b	1.2 Outline personal goals to be achieved in a work placement	Candidates must outline two personal goals they hope to achieve during a work placement (eg gaining skills/experience, developing personal attributes, gaining understanding of working environment).
1c	1.3 Outline information relating to a work placement, to include <ul style="list-style-type: none"> • organisation postal address (in full) • contact name and telephone number • supervisor details • type of work • start and end dates • daily start and finish times • dress code/clothing requirements 	Candidates must provide information relating to their work placement, as listed in AC1.3. Ten pieces of information are required in total. For each piece of information provided, they must indicate why it is important to know the information.
	1.4 Describe the importance of identifying information in relation to a work placement	

Task no	Assessment criteria	Guidance
1d	1.5 Plan travel arrangements to a work placement	<p>Candidates must provide details of their travel plans, to include: how far away the work placement is located, how they will get there, what travel arrangements they will need to make, how long it will take to get there and what time they will need to set out to arrive on time. Distance should be expressed in miles/kilometres (not time).</p> <p>Travel arrangements should give sufficient detail, e.g., bus number, train times, time to walk to/from a specific station.</p>
2	2.1 Explain the behaviour expected of an individual on a work placement	Candidates must outline two examples of the type of behaviour a workplace supervisor would expect from an employee, and explain why that behaviour is expected (eg arriving on time – arriving late may disrupt work schedule).
	2.2 Explain the importance of an individual's personal attributes whilst on a work placement	Candidates must outline two examples of personal attributes expected on a work placement, together with a short explanation for each as to why that attribute is expected (eg politeness – otherwise colleagues/customers may be offended or upset)
	2.3 Explain reasons why personal hygiene is important on a work placement	Candidates must provide two examples of good personal hygiene relevant to the work placement and explain why each is important.

Task no	Assessment criteria	Guidance
3a/3b	3.1 Identify the purpose of a work placement task	<p>Candidates must identify two workplace tasks they carried out and state the purpose of each one (eg by explaining how it fits in with other activities within this work area, department or organisation).</p> <p>For each task, candidates must indicate four steps taken to complete it. Candidates must also identify one sector-specific skill and one transferable skill used in each activity. They must also identify two resources (eg clothing, equipment) used for each task and two safe working practices followed.</p> <p>A witness statement (from a workplace supervisor observing the task) must be completed for each task. Each statement must be signed and dated by the witness.</p>
	3.2 Carry out the correct steps in work placement tasks	
	3.3 Demonstrate skills when completing work placement tasks, to include <ul style="list-style-type: none"> • sector-specific • transferable 	
	3.4 Use resources needed for work placement tasks	
	3.5 Use safe working practices when completing work placement tasks	
	3.6 Gain confirmation from persons supervising of completion of work placement tasks	
4a	4.1 Assess whether or not own personal goals for a work placement have been met	Candidates must refer to the two personal goals identified in Task 1b (AC1.2) and indicate whether each goal was achieved. Candidates should provide a short explanation of why they feel the goal was or was not achieved.
4b	4.2 Identify how planning benefited arrangements for a work placement	Candidates must identify two benefits of their planning in LO1. Benefits must relate to the planning carried out in AC 1.1-1.5.
	4.3 Identify improvements needed when preparing for a future work placement	Candidates must also identify two ways they could improve their preparation for a future work placement.

Task no	Assessment criteria	Guidance
5a	5.1 Identify skills developed during a work placement that can transfer to a different job	Candidates must list two skills they have developed during their work placement. For each skill, candidates must identify one different job that requires the identified skill. The different job must be relevant for the skill identified.
	5.2 Identify personal attributes developed during a work placement that can transfer to a different job	Candidates must list two personal attributes they have developed during their work placement. For each attribute, candidates must identify one different job that requires the named attribute. The different job must be relevant for the attribute identified.
5b	5.3 Explain how knowledge gained during a work placement might influence job choices	Candidates must give two examples of knowledge gained from their work placement. They must describe one way the knowledge gained has influenced their job choices.
	5.4 Identify personal development goals to consider when applying for future work or work placements	Candidates must identify two new personal goals for future work or work placements. Short sentences are expected. These must be different to those identified for AC1.2 (Task 1b).