

Unit Title:	Preparing to work at a client's site
OCR unit number:	11
Credit value:	1
Level:	3
Guided learning hours:	9
Unit reference number:	F/504/1313

Unit aim and purpose

By completing this unit the learner will understand the policies and procedures, and the project requirements that apply when working on a project at a client's site.

Learning Outcomes	Assessment Criteria
<p>The Learner will:</p> <p>1 Understand the policies to follow when working at a client's site</p>	<p>The Learner can:</p> <p>1.1 Explain a client's office policies</p> <p>1.2 Analyse a client's policies against own employer's risk and quality guidance and requirements in respect of accepting and complying with a client's policies</p> <p>1.3 Explain the data security policies that apply when working on a client's site</p> <p>1.4 Explain the personal safety policies that apply when working on a client's site</p>
<p>2 Understand the project requirements for working at a client's site</p>	<p>2.1 Explain the project requirements for working on a client's site for a specific project</p>

Assessment

This unit is internally assessed by the centre and externally moderated by OCR.

Evidence requirements

Candidates must produce evidence that meets all of the Assessment Criteria.

It is not necessary for candidates to meet all the criteria every time they carry out an activity, but **it is necessary that all candidates produce evidence to demonstrate they have met all assessment criteria.** There must be sufficient evidence for centre assessors to be able to confirm that the candidate is competent in their working environment.

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website www.ocr.org.uk.