



## Unit 13 Prepare for and learn from a work placement

### Level 1

#### Evidence requirements for centre assessors

Assessment must take place before submitting learner 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 the work placement	Learners must identify <b>two</b> personal goals they hope to achieve during a work placement.  e.g. <ul style="list-style-type: none"> <li>• gaining skills/experience</li> <li>• developing personal attributes</li> <li>• gaining understanding of working environment</li> </ul>
1.2 Outline features of the work placement	Learners must outline the following features of their work placement.  i.e. <ul style="list-style-type: none"> <li>• name of the organisation</li> <li>• sector (e.g. construction, engineering)</li> <li>• main activity of the organisation</li> <li>• start date and end date of work placement</li> </ul>

Assessment criteria	Requirements
	<ul style="list-style-type: none"> <li>• start/finish times</li> <li>• person who will supervise</li> <li>• type of work to be done during work placement</li> <li>• dress code/clothing required.</li> </ul>
1.3 Plan travel arrangements to the work placement	<p>Learners must provide details of their travel plans. Travel arrangements should give sufficient detail,</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• bus number</li> <li>• train times</li> <li>• time to walk to/from a specific station.</li> </ul> <p>Screenshots copies of timetables can be used as evidence.</p>
2.1 Identify the behaviour expected during the work placement	<p>Learners must identify <b>two</b> examples of the type of behaviour a workplace supervisor would expect from an employee, and explain why that behaviour is expected,</p> <p>e.g.</p> <ul style="list-style-type: none"> <li>• arriving on time – arriving late may disrupt work schedule.</li> </ul>
2.2 Outline the importance of exhibiting expected behaviour during the work placement	<p>Learners must outline <b>two</b> reasons why it is important to exhibit expected behaviour.</p>
3.1 Complete work placement tasks	<p>Learners must identify <b>two</b> workplace tasks they carried out.</p>

Assessment criteria	Requirements
3.2 Demonstrate skills or personal attributes throughout the work placement	<p>For <b>each</b> task, learners must indicate the steps taken to complete it. Learners must also identify <b>two</b> skills or personal attributes used in each task.</p> <p>Alternative evidence can be provided to show the learner completing the task. For example photographs, video, screenshots etc.</p> <p>A witness statement (from a workplace supervisor observing the task) must be completed for <b>each</b> task. Each statement must be signed and dated by the witness.</p>
4.1 Review whether personal goals have been met	Learners must refer to the <b>two</b> personal goals identified in (AC1.1) and indicate whether <b>each</b> goal was achieved. Learners should provide a short explanation of why they feel the goal was or was not achieved.
4.2 Explain how skills or personal attributes were developed during the work placement	Learners must list <b>four</b> skills or personal attributes they have developed during their work placement.
4.3 Identify the improvements needed when preparing for future employment	Learners must identify <b>two</b> improvements needed when preparing for a future work placement.