

Unit Title:	Recognising centre staff and the jobs they do
OCR unit number:	N4
Life and Living Skill Area:	World of Work
Level:	Entry 1
Credit value:	3
Guided learning hours:	30

Unit purpose and aim

This unit aims to provide learners working at the 'Interest' to 'Application' stages of the Entry 1 Achievement Continuum with the opportunity to recognise centre staff and the jobs they do. Learners may need support in completing the tasks.

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
<p>The Learner will:</p> <p>1 Be able to recognise centre staff</p>	<p>The Learner can:</p> <p>1.1 Recognise the different staff who work in the centre</p>	<ul style="list-style-type: none"> • Responding to centre staff when they work with the student for example, smiling consistently at the support assistant, looking towards the transport escort • Locating a member of staff from a photograph for example, using the staff photographs shown in the reception area, locating them in their work area • Greeting members of staff in less familiar locations for example, greeting a member of staff in the supermarket, at a college link course
<p>2 Be able to recognise the jobs centre staff do</p>	<p>2.1 Recognise the jobs the staff do in the centre</p>	<ul style="list-style-type: none"> • Reacting to an object of reference associated with a member of staff's job for example, smiling at the symbol for hydrotherapy with the physiotherapist, and the menu with the meals assistant • Matching a series of people with their jobs for example, staff photographs with

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
		symbols representing different jobs <ul style="list-style-type: none"> • Listening to descriptions of different jobs identifying the staff for example, 'she prepares the vegetables, slices the cake, serves ice-cream' and 'he answers the telephone, looks after visitors'.

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 outcomes.

This unit spans a range of achievement on the Achievement Continuum from **interest to application stages**. 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 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 that they are to recognise the staff who work in the centre and the jobs that they do. The learner may need support in achieving some of the steps in identifying centre staff and the jobs that they do; 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