

**Unit Title:** Looking And Acting The Part In The Work Place  
**Unit Level:** Entry 2  
**Unit Credit Value:** 2  
**GLH:** 20  
**LASER Unit Code:** WJB324  
**Ofqual Unit Code:** M/504/1288

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to choose clothing and footwear for the work place.	1.1	Indicate what clothing should be worn in two different work places.
		1.2	Indicate which footwear should be worn in two different work places.
		1.3	State one reason why personal presentation is important at work.
2.	Know the importance of personal hygiene.	2.1	Identify why bathing or showering is a part of a regular personal routine.
		2.2	Identify other personal hygiene routines.
3.	Know how to conduct him/herself at work.	3.1	Identify two rules in a work place.
		3.2	Identify what language should not be used in the work place.
		3.3	Identify behaviour that should be used in the work place.
		3.4	Indicate the start time at a work place.
		3.5	State why it is important to arrive at work on time.

<b>Assessment Guidance:</b>
NA

<b>Additional Information:</b>
NA