

**Unit Title:** Personal Presentation At Work  
**Unit Level:** Entry 2  
**Unit Credit Value:** 3  
**GLH:** 30  
**LASER Unit Code:** WJB325  
**Ofqual Unit Code:** H/504/3829

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
<b>The learner will:</b>		<b>The learner can:</b>	
1.	Know about 'acceptable appearance' in the workplace.	1.1	Give an example of acceptable dress at their current workplace.
		1.2	Give an example of unacceptable dress at their current workplace.
		1.3	Give an example of appropriate grooming at the workplace.
		1.4	Give an example of other aspects of presentation other than dress and grooming.
		1.5	Give a reason why an employer may have a dress code.
2.	Know about the possible impact of unacceptable appearance.	2.1	Give an example of the possible impact of inappropriate clothing.
		2.2	Give an example of the possible impact of inappropriate grooming.
3.	Know about own personal presentation.	3.1	State what sort of clothes they like to wear outside of work.
		3.2	State what they do to get ready for work.
		3.3	Identify a difference in the clothes worn for work and those worn outside of work.
		3.4	Demonstrate acceptable personal presentation in the workplace.

**Assessment Guidance:**

All assessment activities and decisions must be made in light of the QCF Entry Level Descriptors relevant to this unit.

**Additional Information:**

NA