

**Unit Title:** Looking and Acting the Part in the Work Place  
**Unit Level:** Entry 3  
**Unit Credit Value:** 2  
**GLH:** 20  
**Unique Reference Number:** H/504/1482

This unit has 3 learning outcomes.

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

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<b>Owner:</b>	NOCN
<b>Unit Grading Structure</b>	PASS
<b>Sector Subject Areas (SSA)</b> <i>More than one SSA can be listed</i>	14.1
<b>Availability for Use</b>	Shared – open to all AOs to award credit
<b>Restricted organisations</b>	
<b>Assessment Guidance – mandatory</b> <i>Field cannot be left blank.</i>	N/A
<b>Equivalences</b>	N/A