Centre name: Impact Education North West Centre number: 38780

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| **Assessment plan – Employability Entry 3**  **Maintaining Work Standards (MWSE3) Credits: 2** | | | | | |
| **Outcome:** | **Assessment criteria** | **Assessment activity/opportunity** | **Assessment methods** | **When** | **Evidence** |
| MWSE3.3 Be able to meet own organisations attendance and timekeeping requirements.  MWSE3.4 Be able to complete activities to specified work standards | E3.3.1 Meet attendance requirements. | Attendance at a training centre or workplace to be logged. This will need to be a minimum of three weeks – 15 working days of 5 hours)  Timesheets and attendance records need to be completed and countersigned.  Students to show they are aware of the procedures they need to follow if late or sick. Question and answers can be completed to review this. | Question and answers regarding workplace.  Timesheets and attendance to be marked and reviewed.  Questions and answers about the procedure for sickness and lateness.  Review of work completed – list to show how to ensure work is completed to a high standard and on time.  Question and answers – about how to complete deadlines and complete work to a high standard.  Photos to evidence how the student has followed safety procedures. Tutor to review the annotated photos. | By March 2020  By April 2020 | Question and answers.  Tutor to mark the timesheet and attendance sheets.  Review of written work  Review the list to show how to ensure work is completed and to a high standard.  Review of photo evidence. |
| E3.3.2 Meet timekeeping requirements.  E3.3.3 Follow procedures if there are any difficulties in timekeeping and attendance. |
| E3.4.1 Identify tasks that need to be done, the quality of work required and deadlines. |
| E3.4.2 Use help if needed to achieve the quality of work required and meet deadlines.  E3.4.3 Produce work of the required quality.  E3.4.4 Meet deadlines  E3.4.5 Follow the safety procedures when carrying out activities | Candidates need to show they are aware of the steps needed to complete their deadlines such as checking over spellings and grammar in documents. Students could make a list to show how they will ensure work is completed to a high quality and to ensure deadlines are met.  Students to show they can follow safety procedures when carrying our activities. This can be done through photos with an explanation and annotated safety procedures. |

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| Agreed by: | Job role: *(e.g. assessor, internal moderator, quality manager)* Internal moderator | Date: |