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** |
| MWSE3.1  Understand why employees must follow procedures and meet certain workplace standards | E3.1.1 Give a reason why turning up regularly is important. | Discussion regarding consequences for being late or not turning up to work. Students to make a list of consequences for not turning up to work.  Students to give reasons why being on time is important. This will need to be observed and noted by the tutor.  Student to show they understand the health and safety procedures that are put in place to prevent accidents or illness in the workplace. Research a health and safety policy. Complete a poster showing health and safety procedures. | Question and answer.  Reviewing work – research. | By March 2022 | Observations and notes of Q and A  Review of research |
| E3.1.2 Give a reason why being on time is important. |
| E3.1.3 Explain why Health and Safety is important in the workplace |
| E3.1.4 Explain why tasks have to be done properly | Student to show that for organisations and workplaces to run successfully, each allocated worker needs to complete their tasks appropriately. Discuss how one task not being completed could have an impact on an organisation. Show different scenarios and the impact. Students to discuss the impact of the actions of others. | Review of evidence  Observation of discussions |
| MWSE3.2  Know what standards are required in own organisation | E3.2.1 Identify the requirements for attendance and timekeeping in own organisation | Students to discuss and note the requirements for being punctual and on time. Students to make a spider diagram showing ways in which they can ensure good timekeeping – diary, ensuring meetings are attended on time, having a watch etc. | Written evidence to be reviewed by tutor.  Questions and answers,  Diagrams to be marked.  Observation of scenarios.  Labelled drawing | By April 2022 | Discussion notes to show understanding of how to be punctual and on time.  Chart for unacceptable and acceptable reasons for being late and the procedures that need to be taken. This written work to be reviewed by the tutor.  Labelled drawing showing acceptable dress for work and behaviour.  Class discussions to be observed by the tutor and the act out scenarios to be observed by the tutor. |
| E3.2.2 State the procedures to follow in lateness or absence | Students to discuss acceptable and unacceptable reasons for being late. This can be show in a chart labelled acceptable and unacceptable.  Students to discuss procedures to follow when sick or late – call to ensure your boss is aware. |
| E3.2.3 Describe what the organisation expects of them in terms of appearance and behaviour.  E3.2.4 State what the organisational expects of them when completing tasks in terms of:   * Quality * Health and Safety | Discuss what is expected in terms of appearance and behaviour. Students to draw and label a male and female showing acceptable dress for a workplace of choice.  Students to discuss behaviour in a workplace such as the language used. Act out different scenarios showing professional behaviour. Tutor to witness and observe this. |

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