

Unit MWSE2:

Maintaining work standards

Aim	To enable learners to show they understand the standards required for attendance and timekeeping in their own organisation and to demonstrate they can follow instructions to complete activities to a specified standard.		
Level	Entry 2	Credit value	2
Learner outcomes The learner will:	Assessment criteria The learner can:		
E2.1 Understand timekeeping and attendance requirements	E2.1.1 Describe good timekeeping E2.1.2 Describe good attendance E2.1.3 State the requirements for timekeeping and attendance in own organisation E2.1.4 Describe what to do if late or unable to attend		
E2.2 Be able to complete activities to the required standard	E2.2.1 Identify the standard required for a given activity in terms of quality and timescale E2.2.2 Follow steps to complete the activity to the required standard E2.2.3 Follow safety procedures when carrying out the activity E2.2.4 Use help if needed		

Unit EJOE2:

Exploring job opportunities

Aim	To enable learners to identify potential job opportunities and to show they understand how to relate their interests, skills and qualities to particular job roles.		
Level	Entry 2	Credit value	2
Learner outcomes The learner will:	Assessment criteria The learner can:		
E2.1 Understand how to relate their skills and interests to potential job opportunities	E2.1.1 Use given information to identify job opportunities E2.1.2 Identify their skills and interests E2.1.3 Identify skills and qualities they would need to do particular jobs		
E2.2 Be able to communicate information about themselves which is relevant to a particular job role	E2.2.1 Identify a job role which is of interest to themselves E2.2.2 Agree how they will present information about themselves E2.2.3 Communicate straightforward information about themselves which is relevant to the job role		

Unit LWEE2:

Learning through work experience

Aim	To enable learners to show they can prepare for, carry out and review their workplace learning. To help learners make work related decisions about their future.		
Level	Entry 2	Credit value	3
Learner outcomes The learner will:	Assessment criteria The learner can:		
E2.1 Be able to prepare for learning in the workplace	E2.1.1 State location of workplace E2.1.2 Identify the time to be at work E2.1.3 Identify the person to report to E2.1.4 State what to wear at work E2.1.5 State what they want to learn from the work experience		
E2.2 Be able to carry out straightforward activities in the workplace	E2.2.1 Follow instructions to carry out straightforward tasks and activities E2.2.2 Use help when given		
E2.3 Be able to identify what they learnt from the workplace experience	E2.3.1 Review the workplace experience with an appropriate person E2.3.2 List what they liked and disliked about the workplace experience E2.3.3 List what they learnt from the workplace experience E2.3.4 State whether their future plans have changed as a result of the work experience		

Unit CWOE2:

Communicating with others at work

Aim	To enable learners to show they have an understanding of workplace communication and to show they can take part in workplace exchanges about familiar topics.		
Level	Entry 2	Credit value	1
Learner outcomes The learner will:	Assessment criteria The learner can:		
E2.1 Understand how people communicate in the workplace	E2.1.1 Give examples of the sorts of information people communicate in the workplace E2.1.2 Give examples of the ways that people communicate in the workplace		
E2.2 Be able to take an active part in exchanges about straightforward work related topics	E2.2.1 Identify the main points of short explanations/instructions E2.2.2 Make clear and appropriate contributions to exchanges E2.2.3 Ask relevant questions E2.2.4 Respond to straightforward questions appropriately		

Unit CSE2:

Customer service

Aim	To enable learners to show they understand how customers like to be treated and to be able to interact with customers in an appropriate way.		
Level	Entry 2	Credit value	2
Learner outcomes The learner will:	Assessment criteria The learner can:		
E2.1 Understand how customers like to be treated	E2.1.1 Give examples of how to give good customer service		
E2.2 Understand own role in providing a service to customers	E2.2.1 Identify the customers they work with E2.2.2 Describe the work they do with customers		
E2.3 Be able to work with customers	E2.3.1 Greet customers in an appropriate manner E2.3.2 Respond to straightforward questions from customers in an appropriate way		

Unit HSWE2:

Health and safety in the workplace

Aim	To enable learners to show they have a basic understanding of workplace health and safety and are able to carry out straightforward tasks safely		
Level	Entry 2	Credit value	2
Learner outcomes	Assessment criteria		
The learner will:	The learner can:		
E2.1 Understand why it is important to follow health and safety instructions in the workplace	E2.1.1 Give a reason why it is important to follow health and safety instructions in the workplace		
E2.2 Know the fire procedure in own organisation	E2.2.1 Describe what to do if the fire alarm goes off		
E2.3 Know how to identify hazards, safety signs and protective equipment in the workplace	E2.3.1 Give an example of a workplace hazard E2.3.2 Identify common safety signs in the workplace and state what they mean E2.3.3 Identify protective equipment/clothing that is used in the workplace		
E2.4 Be able to follow health and safety procedures and instructions to complete tasks safely	E2.4.1 Follow the health and safety procedure they have been given when carrying out a task E2.4.2 Use tools or equipment safely E2.4.3 Follow instructions to keep their work area clean and tidy		

Unit PRLE2:

Planning and reviewing learning

Aim	To enable learners to show they can actively engage in planning and reviewing their learning.		
Level	Entry 2	Credit value	2
Learner outcomes	Assessment criteria		
The learner will:	The learner can:		
E2.1 Be able to identify their strengths and what they need to improve	E2.1.1 Identify their strengths E2.1.2 Identify what they need to improve E2.1.3 Identify a priority area for improving their skills		
E2.2 Be able to identify a target and plan how to meet it	E2.2.1 Identify a target to work towards that will help improve their skills E2.2.2 Identify the steps to achieve the target E2.2.3 State who will support them in achieving the target E2.2.4 Identify a review date		
E2.3 Be able to follow given steps to meet their targets	E2.3.1 Carry out given activities to meet their targets E2.3.2 Identify what they have achieved		

Unit RRWE2:

Rights and responsibilities in the workplace

Aim	To enable learners to show they have an understanding that employees have rights and responsibilities in the workplace and that they know about sources of information and support relating to rights and responsibilities.		
Level	Entry 2	Credit value	1
Learner outcomes The learner will:	Assessment criteria The learner can:		
E2.1 Understand that employees have rights in the workplace	E2.1.1 Give examples of the rights an employee has at work E2.1.2 Identify who could help with problems at work to do with employee rights		
E2.2 Understand that employees have responsibilities in the workplace	E2.2.1 List the main responsibilities an employee has at work E2.2.2 State how an employee gets information about their responsibilities in the workplace		

Unit TPWE2:

Tackling problems at work

Aim	To enable learners to show they recognise the sorts of problems they might meet in a place of work and that they can tackle a problem following a given procedure.		
Level	Entry 2	Credit value	1
Learner outcomes The learner will:	Assessment criteria The learner can:		
E2.1 Be able to follow a given procedure in response to a problem	E2.1.1 Identify a straightforward problem that they might meet at work E2.1.2 State why the problem needs to be tackled E2.1.3 Tackle the problem using a given procedure		

Unit TTWE2:

Travelling to work

Aim	To enable learners to show they understand how to plan their journey to work in order to arrive on time for the working day		
Level	Entry 2	Credit value	2
Learner outcomes	Assessment criteria		
The learner will:	The learner can:		
E2.1 Know the most appropriate way to travel to their workplace	E2.1.1 Identify different ways of travelling to work E2.1.2 Identify the most appropriate way to travel to their workplace		
E2.2 Understand how to plan their journey to arrive at work on time	E2.2.1 Describe the route to their workplace E2.2.2 Identify ways to pay for their travel to work if appropriate E2.2.3 State the time they have to be at work E2.2.4 State how long the journey should take		
E2.3 Be able to travel to work and arrive on time	E2.3.1 State what time to leave home to arrive at work on time E2.3.2 Ask for help or support with travelling to their workplace if needed E2.3.3 Travel to their workplace/organisation using an appropriate method E2.3.4 Arrive on time unless there is a good reason for lateness		

Unit WWNE2:

Working with numbers

Aim	To enable learners to show they have an understanding of how numbers are used in a workplace and to show they can carry out simple calculations to tackle practical number problems.		
Level	Entry 2	Credit value	2
Learner outcomes The learner will:	Assessment criteria The learner can:		
E2.1 Understand when numbers are used in a workplace	E2.1.1 Give examples of when calculations would be used in a workplace to: <ul style="list-style-type: none"> • Add numbers • Subtract numbers • Multiply numbers E2.1.2 Give examples of measurements that might be made in a workplace		
E2.2 Be able to carry out basic calculations to tackle practical number problems	E2.2.1 Identify the information needed to tackle a practical number problem E2.2.2 Carry out simple calculations to tackle the number problem E2.2.3 Check that the results make sense E2.2.4 State what the results mean		

Unit WWOE2:

Working with others

Aim	To enable learners to show they can actively engage in preparing to work with others and that they can meet their responsibilities and review their own work.		
Level	Entry 2	Credit value	2
Learner outcomes The learner will:	Assessment criteria The learner can:		
E2.1 Be able to prepare for working with others	E2.1.1 List the ground rules for working with others E2.1.2 State what the group is working towards E2.1.3 State what they are going to do		
E2.2 Be able to meet their responsibilities when working with others	E2.2.1 Carry out own task/s when working with others E2.2.2 Ask for help or support when needed E2.2.3 State what went well in own task/s E2.2.4 State what went less well in own task/s		

Unit MWSE3:

Maintaining work standards

Aim	To enable learners to show they understand the standards required in the workplace and to demonstrate they know and can meet the standards of their own organisation when carrying out activities.		
Level	Entry 3	Credit value	3
Learner outcomes	Assessment criteria		
The learner will:	The learner can:		
E3.1 Understand why employees have to follow procedures and meet certain workplace standards	E3.1.1 Give a reason why turning up regularly is important 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		
E3.2 Know what standards are required in own organisation	E3.2.1 Identify the requirements for attendance and timekeeping in own organisation E3.2.2 State the procedures to follow in cases of lateness or absence E3.2.3 Describe what the organisation expects of them in terms of appearance and behaviour E3.2.4 State what the organisation expects of them when completing tasks in terms of: <ul style="list-style-type: none"> • Quality • Health and Safety 		
E3.3 Be able to meet own organisation's attendance and timekeeping requirements	E3.3.1 Meet attendance requirements E3.3.2 Meet timekeeping requirements E3.3.3 Follow procedures if there are any difficulties in timekeeping and attendance		
E3.4 Be able to complete activities to specified work standards	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 to meet deadlines E3.4.3 Produce work of the required quality E3.4.4 Meet deadlines E3.4.5 Follow safety procedures when carrying out activities		

Unit CEE3:

Career exploration

Aim	To enable learners to show they understand what is required to work towards the achievement of a career goal.		
Level	Entry 3	Credit value	2
Learner outcomes The learner will:	Assessment criteria The learner can:		
E3.1 Understand that there are different career pathways	E3.1.1 Describe what it means to 'have a career' E3.1.2 State how to work towards a career goal through school or college routes E3.1.3 State how to work towards a career goal through learning in the workplace E3.1.4 State the career options available to themselves		
E3.2 Be able to identify a realistic career goal for self	E3.2.1 Agree a realistic career goal to explore E3.2.2 State why this goal is of interest		
E3.3 Be able to identify skills and qualities appropriate to a chosen career	E3.3.1 Give an example of a skill E3.3.2 Give an example of a quality E3.3.3 State the skills needed for a chosen career E3.3.4 State what qualities would help achieve success in the career E3.3.5 Match own skills and qualities to those needed in the career		
E3.4 Be able to use a career interview to help decide next steps	E3.4.1 Identify the information it would be helpful to get from the interview E3.4.2 State what they learned at the career interview about different ways to work towards a particular career E3.4.3 Agree next steps E3.4.4 State how information from the interview helped with deciding on next steps		

Unit AJBE3:

Applying for a job

Aim	To enable learners to show they understand what is involved in applying for a job by working through the application process and preparing for and attending an interview.		
Level	Entry 3	Credit value	2
Learner outcomes The learner will:	Assessment criteria The learner can:		
E3.1 Be able to carry out activities to apply for a job	E3.1.1 Identify a job that they would like to apply for E3.1.2 Identify the skills and qualities required for the job E3.1.3 Identify own skills and qualities that would make them suitable for that job E3.1.4 Apply for the job presenting relevant information in an appropriate format		
E3.2 Be able to prepare for and take part in an interview and learn from the experience	E3.2.1 Identify relevant information that they could talk about at an interview E3.2.2 Present information about themselves at an interview E3.2.3 State what went well and what went less well at the interview		

Unit EJOE3:

Exploring job opportunities

Aim	To enable learners to show they understand how to identify job opportunities that would best suit their experience and skills		
Level	Entry 3	Credit value	1
Learner outcomes The learner will:	Assessment criteria The learner can:		
E3.1 Be able to identify suitable job opportunities	E3.1.1 State who to see and where to go for help with job choices E3.1.2 Review their interests, experiences, skills and qualities E3.1.3 Get information about job options in the local labour market E3.1.4 Match their interests, experiences, skills and qualities to job options E3.1.5 Describe why a particular job option is suitable for them		

Unit LWEE3:

Learning through work experience

Aim	To enable learners to show they can prepare for, carry out and review their workplace learning. To help learners make work related decisions about their future.		
Level	Entry 3	Credit value	3
Learner outcomes The learner will:	Assessment criteria The learner can:		
E3.1 Be able to prepare for learning in the workplace	E3.1.1 State location of workplace E3.1.2 Identify the time to be at work and state how to get there on time E3.1.3 Identify the person to report to E3.1.4 State what to wear at work E3.1.5 State how learning through work experience may help them make decisions about work in the future		
E3.2 Be able to carry out activities in the workplace	E3.2.1 State what they learnt from induction including health and safety requirements E3.2.2 Carry out tasks and activities as directed E3.2.3 Use help and advice when given		
E3.3 Be able to identify what they learnt from the workplace experience	E3.3.1 Review workplace experience with an appropriate person E3.3.2 List what they learnt from workplace experience E3.3.3 Identify likes and dislikes related to workplace tasks E3.3.4 Identify likes and dislikes related to workplace setting E3.3.5 State how the experience may influence future plans		

Unit ESE3: Enterprise skills

Aim	To enable learners to show they recognise the characteristics of successful entrepreneurs and are able to identify their own enterprise skills and qualities and how to develop them.		
Level	Entry 3	Credit value	1
Learner outcomes The learner will:	Assessment criteria The learner can:		
E3.1 Be able to identify the characteristics of a successful entrepreneur	E3.1.1 Identify a successful entrepreneur and state what they do E3.1.2 List the skills and qualities that are needed to be a successful entrepreneur		
E3.2 Understand own strengths as an enterprising person and ways to improve enterprise skills	E3.2.1 Give an example of how an enterprising person behaves E3.2.2 Identify own strengths in terms of enterprising attitudes and qualities E3.2.3 Identify own strengths in terms of enterprise skills E3.2.4 Identify ways to practise and improve own enterprise skills		

Unit CWOE3:

Communicating with others at work

Aim	To enable learners to show they understand how communication takes place in the workplace and to show they can communicate effectively with others in the workplace.		
Level	Entry 3	Credit value	1
Learner outcomes The learner will:	Assessment criteria The learner can:		
E3.1 Know how to communicate with others in the workplace	E3.1.1 Identify ways that people communicate with each other in places of work E3.1.2 Identify communication methods they use, themselves, and state why they are appropriate E3.1.3 Identify who they need to communicate with in their own workplace		
E3.2 Be able to communicate appropriately with others at work	E3.2.1 Communicate clearly in ways that suit different situations E3.2.2 Provide relevant information in response to requests from others E3.2.3 Ask questions, as needed, to complete work tasks		

Unit CSE3:

Customer service

Aim	To enable learners to show that they understand the importance of good customer service and how their organisation tries to provide it. To enable learners to show they can meet the customer service standards of their own organisation when carrying out their own role.		
Level	Entry 3	Credit value	2
Learner outcomes The learner will:	Assessment criteria The learner can:		
E3.1 Understand why good customer service is important	E3.1.1 State how poor customer service can impact on: <ul style="list-style-type: none"> • customers • the organisation itself 		
E3.2 Understand customer needs and how own organisation tries to meet them	E3.2.1 State what products/services customers want from own organisation E3.2.2 State how the organisation provides products/services in ways that meet customer needs		
E3.3 Know ways to provide good customer service	E3.3.1 List ways to make a good first impression E3.3.2 Give examples of how they give good customer service		
E3.4 Be able to provide good customer service	E3.4.1 Use appropriate verbal and non-verbal communication skills to greet customers E3.4.2 Meet the customer service standards of the organisation when carrying out own role		

Unit EBEE3:

Exploring business and enterprise

Aim	To enable learners to show they can identify different types of organisations that provide goods and/or services and can identify what makes businesses/enterprises successful.		
Level	Entry 3	Credit value	1
Learner outcomes The learner will:	Assessment criteria The learner can:		
E3.1 Be able to identify different types of organisations that provide goods and/or services	E3.1.1 Give examples of a small, a medium, and a large business/enterprise E3.1.2 State what the term social enterprise means E3.1.3 Give an example of a social enterprise E3.1.4 State what the term public sector means E3.1.5 Identify a public sector organisation and state the service it provides E3.1.6 State what the term private sector means		
E3.2 Be able to identify the features of a successful business/enterprise	E3.2.1 Identify a successful business/enterprise E3.2.2 Identify the products and/or services the business/enterprise supplies E3.2.3 Describe the features of a successful business/enterprise		

Unit HSWE3:

Health and safety in the workplace

Aim	To enable learners to show they understand workplace health and safety and are able to carry out straightforward tasks.		
Level	Entry 3	Credit value	2
Learner outcomes	Assessment criteria		
The learner will:	The learner can:		
E3.1 Understand rights and responsibilities relating to workplace health and safety	E3.1.1 State the main health and safety responsibilities of employers E3.1.2 List ways employees are expected to take responsibility for keeping themselves and others healthy and safe at work		
E3.2 Know about a range of hazards in the workplace and about safety signs and protective equipment	E3.2.1 Identify a range of workplace hazards and outline the ways they can cause harm E3.2.2 Identify common safety signs in the workplace and state what they mean E3.2.3 Identify protective equipment/clothing that is used in the workplace and describe how it keeps people safe		
E3.3 Know what to do in the event of accidents and emergencies	E3.3.1 State what to do if there is a fire in the workplace E3.3.2 State what to do if there is an accident in the workplace E3.3.3 State what to do in the event of personal injury		
E3.4 Be able to complete tasks safely	E3.4.1 Follow instructions for working safely E3.4.2 Use tools and equipment safely E3.4.3 Maintain a clean and tidy work area		

Unit OLWE3:

Opportunities for learning and work

Aim	To enable learners to show they have an understanding of the range of opportunities available for learning and work and that they are able to make the most of opportunities relevant to themselves.		
Level	Entry 3	Credit value	2
Learner outcomes The learner will:	Assessment criteria The learner can:		
E3.1 Understand the value of life long learning	E3.1.1 State what is meant by lifelong learning E3.1.2 State how life long learning can help people get and keep jobs		
E3.2 Be able to identify opportunities for learning	E3.2.1 List learning opportunities that are relevant to own interests E3.2.2 Identify a learning opportunity appropriate to own situation and state why it is suitable		
E3.3 Be able to identify a range of opportunities for working	E3.3.1 Identify the main differences between being an employee, being self-employed and working as a volunteer E3.3.2 List opportunities for working locally: <ul style="list-style-type: none"> • as an employee • being self-employed • as a volunteer E3.3.3 List opportunities nationally for working in a particular job		
E3.4 Be able to explore learning and work options for working towards a particular career	E3.4.1 List a range of options for working towards a career of interest to themselves E3.4.2 Identify preferred option E3.4.3 Identify external factors that may help or slow down progress E3.4.4 Identify aspects of own interests, abilities and attitudes that may help progress E3.4.5 Identify aspects of own interests, abilities and attitudes that may hinder progress E3.4.6 Agree next steps		

Unit OBWE3:

Overcoming barriers to work

Aim	To develop an understanding of potential barriers to accessing and maintaining employment and to identify sources of support to help overcome them.		
Level	Entry 3	Credit value	1
Learner outcomes The learner will:	Assessment criteria The learner can:		
E3.1 Understand the factors that stop people getting and keeping jobs	E3.1.1 Give reasons why jobs might not be available E3.1.2 State why particular individuals may find it difficult to get and keep jobs		
E3.2 Be able to identify factors that help people get jobs	E3.2.1 State how education and training can help people get jobs E3.2.2 State what sorts of personal qualities will help someone get a job		
E3.3 Be able to identify barriers to accessing work and identify how to get support to help overcome them	E3.3.1 Identify barriers relevant to own situation E3.3.2 Identify barriers relevant to others' situations E3.3.3 Identify sources of support to help overcome barriers identified		

Unit PEAE3:

Participating in an enterprise activity

Aim	To enable learners to demonstrate enterprise skills through their contribution to planning, carrying out and reviewing an enterprise activity.		
Level	Entry 3	Credit value	2
Learner outcomes The learner will:	Assessment criteria The learner can:		
E3.1 Be able to plan an enterprise activity with others	E3.1.1 Identify an enterprise activity to take part in E3.1.2 State the intended outcome of the enterprise activity E3.1.3 List what needs to be done E3.1.4 Identify who will do what and by when E3.1.5 Identify arrangements for reviewing progress		
E3.2 Be able to meet own responsibilities for an enterprise activity	E3.2.1 Carry out own tasks to the standard required E3.2.2 Keep team members informed of progress E3.2.3 Use help to meet own responsibilities if needed		
E3.3 Be able to review an enterprise activity and own skills	E3.3.1 Identify what the team did well and less well in carrying out the enterprise activity E3.3.2 List own enterprise skills used in carrying out the activity E3.3.3 Agree next steps to develop own enterprise skills		

Unit PRLE3:

Planning and reviewing learning

Aim	To enable learners to show they can actively engage in planning and reviewing their learning.		
Level	Entry 3	Credit value	2
Learner outcomes	Assessment criteria		
The learner will:	The learner can:		
E3.1 Be able to identify what they need to improve to help them achieve their goals	E3.1.1 Identify the skills and qualities needed to achieve their goals E3.1.2 Describe their strengths and what they need to improve E3.1.3 Agree what they are going to work on first		
E3.2 Be able to identify their targets and plan how to meet them	E3.2.1 Identify targets that will help improve their skills E3.2.2 Identify clear steps for each target E3.2.3 Identify deadlines for activities and a review date E3.2.4 Identify support to help meet targets		
E3.3 Be able to carry out their plan and review progress	E3.3.1 Carry out activities to meet their targets E3.3.2 Review their progress with their tutor/supervisor E3.3.3 Identify targets they have met E3.3.4 State what they have learned		

Unit RRWE3:

Rights and responsibilities in the workplace

Aim	To enable learners to show they have an understanding of rights and responsibilities in the workplace and of sources of information and support relating to rights and responsibilities.		
Level	Entry 3	Credit value	1
Learner outcomes The learner will:	Assessment criteria The learner can:		
E3.1 Understand that employees have rights in the workplace	E3.1.1 List the main rights all employees have at work E3.1.2 Give an example of a law that helps to protect employees at work E3.1.3 Identify who could help with problems at work to do with employee rights		
E3.2 Understand that employees have responsibilities in the workplace	E3.2.1 List the main responsibilities an employee has at work E3.2.2 State how an employee gets information about their responsibilities in the workplace E3.2.3 Identify a source of advice an employee could use if they were faced with disciplinary procedures at work		

Unit TPWE3:

Tackling problems at work

Aim	To enable learners to show they recognise the sorts of problems they might meet in a place of work and that they can tackle a problem following a given procedure.		
Level	Entry 3	Credit value	1
Learner outcomes The learner will:	Assessment criteria The learner can:		
E3.1 Be able to recognise workplace problems	E3.1.1 Describe problems they might meet in a place of work E3.1.2 Explain the importance of taking prompt action to deal with a problem in the workplace		
E3.2 Be able to follow a given procedure in response to a problem	E3.2.1 Identify signs of a problem E3.2.2 Take appropriate and prompt action when they meet a problem E3.2.3 Tackle a problem following a given procedure		

Unit UAGE3:

Using advice and guidance

Aim	To enable learners to show they understand the benefits of using advice and guidance to help achieve learning and work related goals and to be able to use that advice and guidance effectively.		
Level	Entry 3	Credit value	1
Learner outcomes The learner will:	Assessment criteria The learner can:		
E3.1 Understand the benefits of advice and guidance in achieving learning and work related goals	E3.1.1 State how advice and guidance can help make decisions about learning and work E3.1.2 Give examples of situations when it may be helpful to have advice and guidance about learning or work		
E3.2 Understand how to access relevant advice and guidance	E3.2.1 List sources of advice and guidance related to learning and work E3.2.2 Identify a learning or work related goal E3.2.3 Identify types of information which would be helpful in own situation E3.2.4 Agree source/s of advice and guidance which would be helpful in own situation		
E3.3 Be able to use advice and guidance to help make decisions about achieving own learning or work related goals	E3.3.1 Use the source/s of advice and guidance to get the information needed E3.3.2 Agree the next steps towards achieving a learning or work related goal		

Unit WWNE3:

Working with numbers

Aim	To enable learners to show their understanding of the ways in which numbers are used in the workplace and to show they can use mathematics to tackle practical number problems.		
Level	Entry 3	Credit value	2
Learner outcomes The learner will:	Assessment criteria The learner can:		
E3.1 Understand ways in which numbers are used in the workplace	E3.1.1 Give examples of ways that number calculations are used in a place of work E3.1.2 Give examples of ways that measurements are used in a place of work		
E3.2 Be able to tackle straightforward practical number problems	E3.2.1 Identify a straightforward practical number problem E3.2.2 Choose an appropriate method for tackling a straightforward practical number problem E3.2.3 Tackle the number problem using simple calculations E3.2.4 Check the results of calculations to make sure they make sense E3.2.5 Present the results to the required level of accuracy E3.2.6 State what the results mean		

Unit WWOE3:

Working with others

Aim	To enable learners to show they can actively engage in planning work with others, carrying out the plans, and that they can review their own work and that of the group.		
Level	Entry 3	Credit value	2
Learner outcomes The learner will:	Assessment criteria The learner can:		
E3.1 Be able to plan their work with others	E3.1.1 Describe the ground rules for working with others E3.1.2 State what the group is working towards E3.1.3 Identify the tasks that need to be done E3.1.4 Identify own responsibilities within group task E3.1.5 Identify who to ask for help when they need it		
E3.2 Be able to carry out work with others	E3.2.1 Carry out activities to meet their responsibilities E3.2.2 Inform an appropriate person of any difficulties in meeting their responsibilities		
E3.3 Be able to review work with others	E3.3.1 Identify what went well and less well in own task/s E3.3.2 Identify what went well and less well in the work of the group		