

**Learner Unit Achievement Checklist**

**SEG Awards Entry Level Certificate in Skills for Employment (Entry 3)**

**603/5686/8**

###### SEG Awards Entry Level Certificate in Skills for Employment (Entry 3)

## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**A/618/0575 Health and Safety in the Workplace - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain why health and safety in the workplace is important.  **1.2** Identify the responsibilities of both the employers and employees in relation to health and safety. |  |  |  |  |
| **2.1** Identify hazardous and non-hazardous materials.  **2.2** Identify potential common hazards in a specified workplace, describing how they could be caused.  **2.3** Describe possible steps to reduce the risk of the hazards occurring. |  |  |  |  |
| **3.1** Identify common basic safety signs and the hazards that they represent. |  |  |  |  |
| **4.1** Recognise items of personal protective equipment that may be relevant to specific workplaces.  **4.2** Identify where first aid equipment is commonly located in the workplace.  **4.3** Outline fire and emergency procedures.  **4.4** State why it is important to report accidents and ill health in the workplace. |  |  |  |  |

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**F/618/0576 Communicating with Others at Work**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify ways that people communicate with each other in places of work.  **1.2** Identify communication methods that are appropriate in different circumstances.  **1.3** Identify with whom they need to communicate in their own workplace.  **1.4** Communicate clearly in ways that suit different situations.  **1.5** Provide relevant information in response to requests from others. |  |  |  |  |

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**J/618/0577 Developing Interview Skills**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify how to present themselves in a way that is appropriate for the interview.  **1.2** Prepare for potential questions that an interviewer might ask in the interview.  **1.3** Prepare potential answers that they may give.  **1.4** Prepare questions that they might ask in the interview.  **1.5** Use speaking and listening skills that are appropriate for the interview. |  |  |  |  |
| **2.1** Behave in an interview in a way that promotes confidence.  **2.2** Respond directly to questions asked by the interviewer, in an appropriate manner.  **2.3** State what went well in the interview.  **2.4** State what they could do to improve their interview skills. |  |  |  |  |

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**L/618/0578 Developing Self**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify personal strengths and abilities.  **1.2** Identify areas for self-development.  **1.3** Identify the value and use of feedback for self-development purposes. |  |  |  |  |
| **2.1** Describe ways in which they could develop their personal skills or behaviours.  **2.2** Suggest a personal development target to work towards and agree it with an appropriate person.  **2.3** Identify the support and resources needed to help them work towards the agreed target. |  |  |  |  |
| **3.1** Demonstrate the agreed skill or behaviour through completion of agreed activities.  **3.2** Review what went well and what did not go so well.  **3.3** Identify ways in which they will continue to develop their personal skills. |  |  |  |  |

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**R/618/0579 Developing Time Management Skills**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment | |
| **1.1** State what good time management involves.  **1.2** State the benefits of good time management.  **1.3** State the potential effects of poor time management.  **1.4** Identify ways in which people can manage time efficiently. |  |  |  |  | |
| **2.1** Plan their own activities in a way that makes best use of time.  **2.2** State what went well with the time management plan.  **2.3** State improvements that could be made for future plans. |  |  |  |  | |
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**J/618/0580 Exploring Careers and Job Opportunities**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** State a range of career options available to them in relation to their personal qualities.  **1.2** State how to work towards a career goal through: School/college/training organisation Work activity  **1.3** Describe the benefits and constraints of working in the private, public and voluntary sectors. |  |  |  |  |
| **2.1** State where to go for help and advice with job choices.  **2.2** Identify job options in the local labour market.  **2.3** Match their interests, experiences, skills and qualities to job options.  **2.4** Identify likely potential barriers to getting a job. |  |  |  |  |

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**L/618/0581 Follow Instructions in the Workplace**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify different ways instructions can be given in the workplace.  **1.2** List people who may give you instructions in the workplace. |  |  |  |  |
| **2.1** Identify the materials and/or equipment that will be needed for an agreed activity.  **2.2** Identify the steps within the activity. |  |  |  |  |
| **3.1** Follow instructions and health and safety procedures to carry out the activity in the workplace.  **3.2** State how all instructions were followed and how well the activity was carried out.  **3.3** Identify whom/where to obtain support. |  |  |  |  |

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**R/618/0582 Induction to Work Education and Training**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify the address and location of a workplace and how to reach it.  **1.2** Identify key members of staff in this workplace.  **1.3** Identify their role and responsibilities in this workplace.  **1.4** Identify their individual rights in this workplace.  **1.5** List relevant health and safety procedures which must be followed in this workplace.  **1.6** Identify whom to go to for support in the workplace. |  |  |  |  |

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**Y/618/0583 Introduction to Using ICT Systems**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify the relevant components of ICT systems.  **1.2** Identify the main uses of work based software packages.  **1.3** Use an ICT system in accordance with the employer’s instructions. |  |  |  |  |
| **2.1** Use passwords correctly.  **2.2** Use removable media correctly.  **2.3** State the reason for keeping information secure. |  |  |  |  |

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**D/618/0584 Learning through Work Experience or Community Activity**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** State location of the workplace or community activity.  **1.2** Identify the time to be at the workplace or community activity and state how to get there on time.  **1.3** Identify the person to whom to report.  **1.4** State standards of dress and hygiene required.  **1.5** Agree a plan of personal learning objectives with the workplace or community activity contact. |  |  |  |  |
| **2.1** Carry out tasks and activities as directed.  **2.2** Use help, advice and feedback to complete activities to the required standard. |  |  |  |  |
| **3.1** Review workplace or community activity experience with the contact and/or teacher/tutor.  **3.2** State what they learned from the workplace or community activity experience and how this will influence their future plans.  **3.3** Identify likes and dislikes relating to workplace or community activity tasks and the reasons for them. |  |  |  |  |

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**H/618/0585 Managing Money**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify their source(s) and amounts of income.  **1.2** List their items of expenditure.  **1.3** Prepare a straightforward weekly budget.  **1.4** Identify ways to reduce expenditure.  **1.5** Identify ways to save surplus money. |  |  |  |  |
| **2.1** Identify different ways of paying for items.  **2.2** Calculate accurately the cost of items to be paid for.  **2.3** Identify change required. |  |  |  |  |

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**K/618/0586 Working in a Team**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** State the roles and responsibilities of the team members.  **1.2** State their own role and responsibilities within the team.  **1.3** State what the team is aiming to achieve.  **1.4** Describe the limits of their competence and authority. |  |  |  |  |
| **2.1** Describe the factors to be taken into account when working in a team.  **2.2** Fulfil their agreed role within the team.  **2.3** Exchange information with other team members to mutual benefit.  **2.4** Offer help to colleagues.  **2.5** Make practical suggestions and receive feedback positively. |  |  |  |  |
| **3.1** Identify what went well when working in a team.  **3.2** Identify what they found difficult when working with others.  **3.3** Identify areas where they could improve their own ability to work as part of a team. |  |  |  |  |

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