

Standard 4249 Assessment

Version 8

Level 1

Credits 3

Candidate's Name: _____

Candidate's NSN: _____

Candidate's D.O.B: _____

Candidate's Contact details: _____



My only workplace
obligation is to be
awesome!

Describe obligations as an employee

For Capital Training to Complete Only

Assessor's Name: _____

Assessor's Signature: _____

For Capital Training to Complete Only			
Unit Issued Date:			
First Attempt Marking Date:	Unit Complete	Standard Not Met	
First Attempt Marking Comments:			
Second Attempt Marking Date:	Unit Complete	Standard Not Met	
Second Attempt Marking Comments:			
Date Unit Awarded:			

Attestation Form (For Candidate to Sign)

Candidate's Name: _____

I hereby declare that the following is my own work which I have completed to the best of my ability. I have not copied answers or materials from any other sources.

Candidate's Signature: _____

For Capital Training to Complete Only

	Achieved	Final marking date
4249v 8		

Assessor's Attestation:

The candidate's performance and knowledge is at a sufficient level to grant this Unit Standard. The assessment was sat and completed in line with any relevant Health and Safety regulations. If assessed again in the future, I am confident that the candidate will be competent.

Assessor's name:

Education Provider:

Date:

Signature:

Module Moderated

Y/N

Unit Awarded

Date:

Assessment Conditions

There are a number of assessment questions and/or observations in this assessment. Ensure that you carefully read each question and set of instructions before you answer and/or perform tasks.

1. All assessment questions/observations must be complete.
2. All tasks in this assessment are open book.
3. You will need a pen and/or access to a computer to complete this assessment dependant on whether you are completing in hard or soft copy.
4. If you are completing this assessment digitally, ensure that it has been downloaded and saved in to your local documents folder before attempting the assessment.
5. Discuss with your tutor the time limit for this assessment.
6. An attestation form found on the assessment must be signed by both the tutor and yourself.
7. All answers must be in your own words.

You may choose to complete this assessment verbally using a speech to text digital tool. Discuss this option with your tutor.

Outcome 1: Describe obligations as an employee

As you begin to complete your service requirements within the Bronze Award, you will possibly be tasked with acting in capacities and have responsibilities that are in line with employment.

With this in mind, it is important to be able to identify the obligations that you will possibly have in the workplace as part of your service.

Note: You may use the following spaces in this assessment booklet to complete your answers. However, you may also create a slideshow presentation or film in order to describe your obligations in the workplace as an employee.

Describe what your service is and where you will be working.

Personal Presentation

Every workplace will have different requirements in terms of personal presentation. These requirements may include but are not limited to:

- Clothing and uniforms
- Hair
- Hygiene
- Shoes
- Jewellery
- Nails
- Dental hygiene
- Beards
- Tattoos

It is important to be able to describe the personal presentation requirements that are present in the workplace in order to achieve the most out of your service.

Describe five different requirements that your workplace has in terms of personal presentation that you are going to need to meet as part of your service.

Personal presentation requirement 1:

Personal presentation requirement 2:

Personal presentation requirement 3:

Personal presentation requirement 4:

Personal presentation requirement 5:

Bad Behaviour

It is important to know what behaviours are frowned upon in the workplace and will lead to disciplinary action. This is important as you do not want to jeopardise your service in the Duke of Edinburgh's Bronze Award.

Describe three behaviours that will lead to disciplinary action in accordance with your service workplace's requirements.

Behaviour 1:

Behaviour 2:

Behaviour 3:

Health and Safety

The Health and Safety at Work Act 2015 dictates what employers and employees are responsible for doing to ensure safety in the workplace. Knowing the health and safety regulations at the workplace where you will be completing your service will be vital in keeping you safe throughout the duration of your Duke of Edinburgh's Bronze Award.

Describe three obligations that you will have in the workplace while completing your service.

Obligation 1:

Obligation 2:

Obligation 3:

Good Workplace Practices

In order to excel in your service, it is important to know what is considered to be good work practices in the workplace that you will be completing your service in.

Good workplace practices revolve around but are not limited to the following workplace requirements:

- Time management and punctuality
- Use of electronic devices
- Breaks
- Personal appointments
- Absences
- Task/production deadlines
- Care of equipment
- Privacy

Describe five workplace practice requirements that you have in the workplace that you are completing your service.

Workplace practice requirement 1:

Workplace practice requirement 2:

Workplace practice requirement 3:

Workplace practice requirement 4:

Workplace practice requirement 5:

For Capital Training to Complete Only

Assessment Schedule for Unit 4249 v8 L1 C3

Describe obligations as an employee

Evidence requirements	Evidence Statement (what the assessor looks for)	Judgement Statement (how well or how many)	✓1 st marking	✓2 nd marking
Outcome 1 Describe obligations as an employee.				
<p>1.1 Personal presentation is described in terms of meeting the workplace requirements.</p> <p>Range evidence for at least five requirements.</p>	<p>Description of personal presentation requirements.</p> <p>X5</p> <p>Pg. 6-7</p> <p>OR</p> <p>Slideshow or film</p>	<p>The candidate has described five personal presentation requirements that they have in the workplace that they are conducting their Bronze Award service.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>1.2 Behaviours that may lead to disciplinary action in accordance with the workplace requirements are described.</p> <p>Range at least three are required.</p>	<p>Description of behaviours that may lead to disciplinary action according to workplace requirements.</p> <p>X3</p> <p>Pg. 8</p> <p>OR</p> <p>Slideshow or film</p>	<p>The candidate has described three behaviours that could lead to disciplinary action in the workplace that they are conducting their Bronze Award service.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>1.3 Health and safety obligations are described in accordance with the workplace requirements.</p> <p>Range at least three obligations are required.</p>	<p>Description of health and safety requirements in relation to the Health and Safety Act 2015.</p> <p>X3</p> <p>Pg. 9</p> <p>OR</p> <p>Slideshow or film</p>	<p>The candidate has described three obligations that they have as an employee to ensure a safe workplace in relation to the workplace that they are conducting their Bronze Award service.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>1.4 Workplace practices as an employee are described in accordance with the workplace requirements.</p> <p>Range may include but is not limited to – time management</p>	<p>Description of workplace practice requirements.</p> <p>X5</p>	<p>The candidate has described five workplace practice requirements that they have in the workplace that they are</p>	<input type="checkbox"/>	<input type="checkbox"/>

and punctuality, use of electronic devices, breaks, personal appointments, absences, task/production deadlines, care of equipment, privacy; evidence required for five.

Pg. **10-11**
OR
Slideshow or film

conducting their Bronze Award service.