

# Unit 14: Basic Workplace Procedures and Practice

<b>Level:</b>	<b>2</b>
<b>Unit type:</b>	<b>Optional (General)</b>
<b>Credit value:</b>	<b>8</b>
<b>Guided learning hours:</b>	<b>65</b>

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## Unit summary

This unit aims to give learners the understanding they need to be able to support basic workplace procedures and practice, to ensure that the work area is safe, and that all equipment is cleaned, connected, transported and stored correctly and safely.

## Unit assessment requirements

Assessment tasks and activities must enable learners to produce valid, sufficient, authentic and appropriate evidence that relates directly to the learning outcomes and assessment criteria of the unit. Suitable forms of evidence for this unit include:

- written tasks such as reports, articles for journals, newsletters, leaflets, posters
- workbooks, work logbooks or learner diaries
- written or oral presentations
- projects
- oral question and answer.

Observation records should not be used as the primary evidence of achievement for this unit, but can be used to supplement the more appropriate forms of evidence listed above or to provide sector contextualisation or evidence of how the learner has applied knowledge within their job role.

When devising the assessment activities, centres need to look closely at the verb used in each assessment criterion to ensure that learners can provide evidence with sufficient breadth and depth to meet the requirements. Centres need to produce assessment briefs for learners with clear instructions of what they are required to do.

## Learning outcomes and assessment criteria

To pass this unit, learners need to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria outline the requirements that the learner is expected to meet to achieve the learning outcomes and the unit.

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Know how to create and maintain good housekeeping	1.1	Describe the features of a clean, tidy and safe work area			
		1.2	Explain why equipment and materials should be returned to their correct storage places after use			
		1.3	State how the work area can be kept clean and free from obstructions			
		1.4	State why fire doors and escape routes should be kept free from obstruction			
		1.5	Explain why consideration should be shown at all times for other users of the work area			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
2	Know how to clean equipment correctly and safely	2.1	State the importance of using clean equipment			
		2.2	Describe the methods for cleaning equipment			
		2.3	Describe the selection and safe usage of specialist cleaning chemicals			
3	Know how to connect equipment to services correctly and safely	3.1	State when traps and anti-suck back devices should be used			
		3.2	Describe how to connect electrical equipment to the mains supply safely			
4	Understand how to store and transport equipment and materials correctly and safely	4.1	State the guidelines for the safe storage and transport of chemicals in the workplace			
		4.2	State the guidelines for the safe storage and transport of chemicals in the store			
		4.3	Describe the approved methods for the efficient and safe storage and transport of workplace equipment			
		4.4	Identify materials that require special storage conditions			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
5	Understand the importance and role of written documentation within the workplace	5.1	Describe the classifications of workplace documents			
		5.2	State the importance of accurate, clear, and up-to-date procedures and records			
		5.3	Describe the process for issuing and updating procedures and records			
		5.4	State the regulatory requirements for procedures and records			
		5.5	State the process for reporting errors in procedures or records			
		5.6	State the procedure for correcting information on records			
6	Understand the safe use and day-to-day care of basic workplace equipment	6.1	Describe the standard operating procedure for the use of relevant workplace equipment			
		6.2	Describe the safe use of relevant workplace equipment			
		6.3	Describe the cleaning of relevant workplace equipment			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
7	Understand the processes for waste disposal	7.1	Describe the waste disposal processes applicable to own role in the workplace			
		7.2	Describe the actions to be taken in the event of non-compliance with the waste disposal policy			
		7.3	State the potential hazards of not disposing of waste appropriately			
		7.4	Explain why workplace waste should be disposed of in an approved manner			
8	Understand the quality assurance processes for basic workplace equipment	8.1	Describe the quality assurance processes for basic workplace equipment			
		8.2	Describe the reporting/alerting process in the event of a quality assurance issue			

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*

