

CCEA ELQ Life Skills Evidence Booklet

Unit 21: Appropriate Behaviour and Practices at Work

Entry Level 1



Name	
Centre	
Candidate No.	
Centre No.	

This booklet is a template for the collation of evidence to show that the learner has met the assessment criteria for this unit.

The green italic text highlights the assessment criteria that must be met to complete this unit. Please refer to the CCEA Entry Level Life Skills specification for full details.

*The use of this booklet is **optional** and the suggested tasks and types of evidence included may be amended to suit the needs of the learner.*

1.1 identify the name and address of the workplace

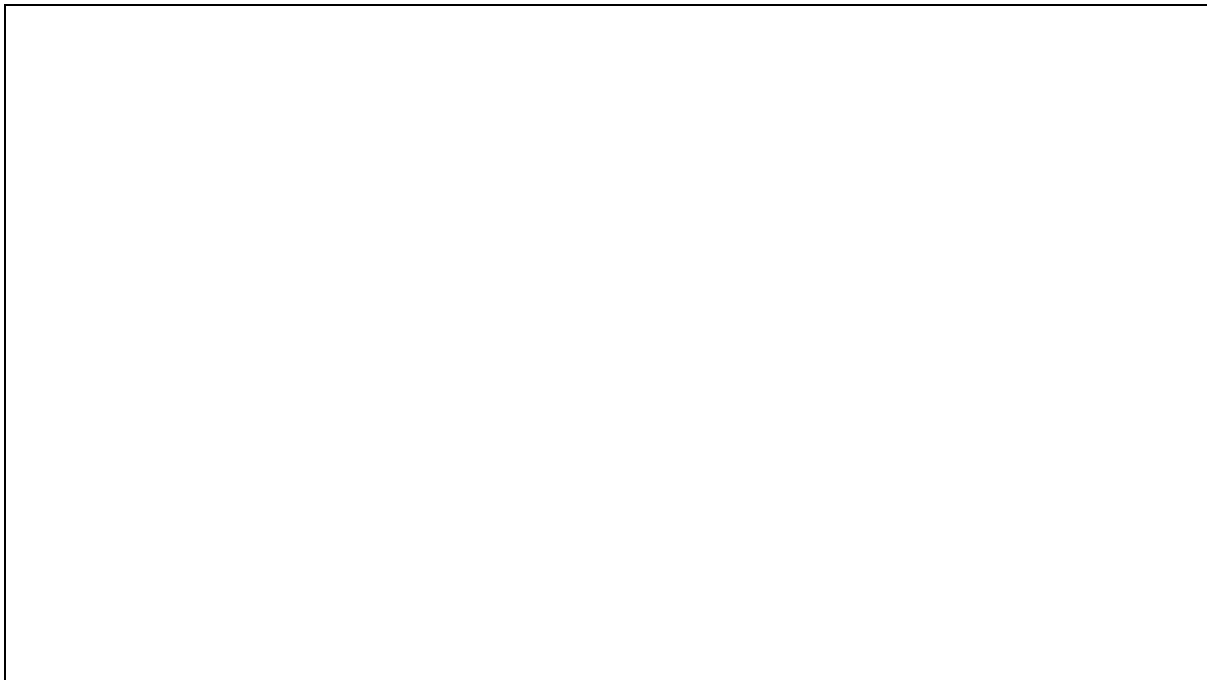
The name of my work place is:

Address:
.....
.....

Website:

What is the distance from your home to work?
miles

Photo of my workplace:



Task: Investigate two methods of getting to work.

a) I could travel by (circle one):

Bus



Taxi



Train



Walking



My work starts at am

It would take me minutes to get to work

It would cost me:

Other information e.g. bus timetable, taxi number etc:

b) I could travel by (circle one):

Bus



Taxi



Train



Walking



My work starts at am

It would take me minutes to get to work

It would cost me:

Other information e.g. bus timetable, taxi number etc:

1.2 identify one method of travel for getting to work on time

Select the best way for you to get to work on time:

Bus



Taxi



Train



Walking



Other:.....

1.3. recognise appropriate clothing and personal presentation for a work environment

Circle below the best option when dressing for work.

Hair:

Messy



tied back



neat



brushed



Shoes:

Flat



high heels



flip flops



trainers



Hands/nails:

Clean hands



Dirty hands



Short nails



Long nails



Teeth:

Clean



Dirty



Good Breath

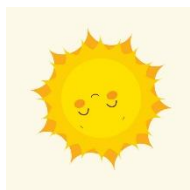


Bad Breath



Shower:

Shower in the morning



Shower in the evening



Don't take a shower



Stick in a photo of yourself dressed and prepared for work:



2.1 identify two qualities of a good employee

Choose two of the qualities below that you think make a good employee.

On time to work

Careful

Lazy

Creative

Hardworking

Rude

Late for work

Asks for help when you need it

Polite

Honest

Enthusiastic

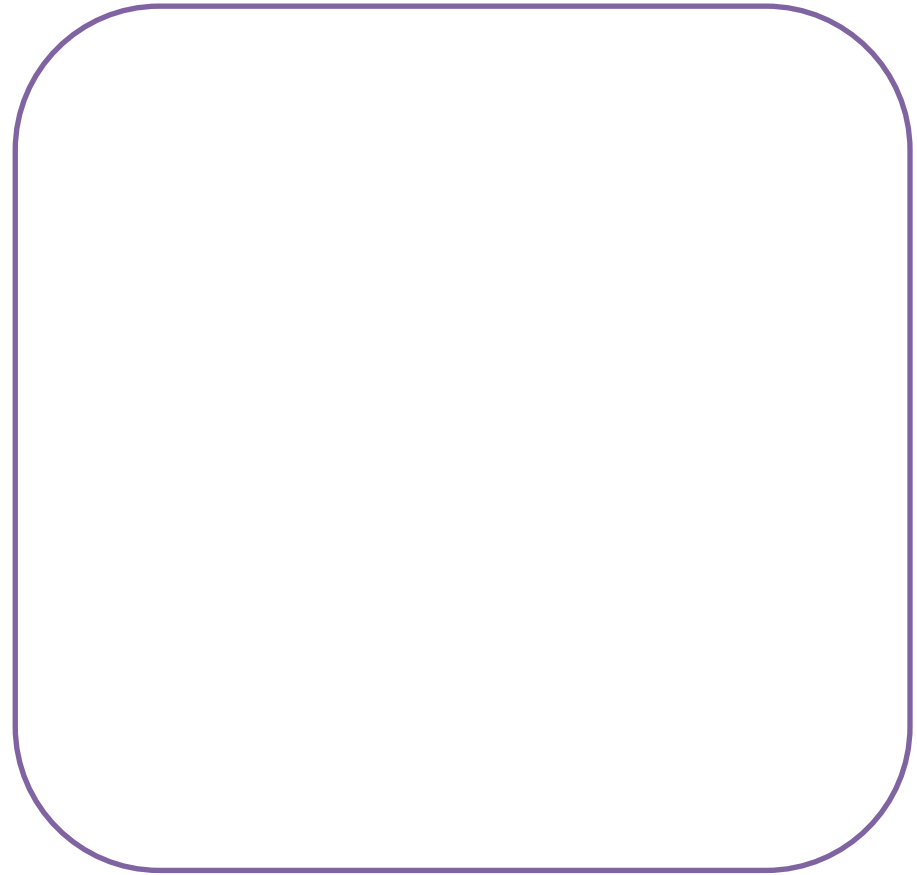
Tidy

Always tired

2.2 identify two items they may need to bring to work

In the space below draw/ insert a picture of two things you will need to bring to work.

What I will need to bring with me to work:



2.3 identify two relationships at work and appropriate greetings for each

Circle the people you might meet at work:

My work colleague



A cleaner



My friends



My boss



My boyfriend/girlfriend



My family



A customer



Choose at least two of these people and circle the best ways to greet them at work:

























<p>My work colleague</p> 	<p>Say Hello</p> 	<p>High Five</p> 	<p>Shake Hands</p> 	<p>Hug</p> 	<p>Kiss on Cheek</p> 
<p>A cleaner</p> 	<p>Say Hello</p> 	<p>High Five</p> 	<p>Shake Hands</p> 	<p>Hug</p> 	<p>Kiss on Cheek</p> 
<p>My boss</p> 	<p>Say Hello</p> 	<p>High Five</p> 	<p>Shake Hands</p> 	<p>Hug</p> 	<p>Kiss on Cheek</p> 
<p>A customer</p> 	<p>Say Hello</p> 	<p>High Five</p> 	<p>Shake Hands</p> 	<p>Hug</p> 	<p>Kiss on Cheek</p> 

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