

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Professional Behaviour in an Office Environment
Unit Reference Number:	R/615/6508
Level:	Entry 3
Credit Value:	2
Minimum GLH:	20

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to conduct self appropriately in an office environment	1.1 Demonstrate appropriate communicate with colleagues
	1.2 Demonstrate working collaboratively with colleagues
	1.3 Demonstrate following instructions of managers or senior colleagues
	1.4 Demonstrate working in a way that is consistent with health and safety policies and workplace code of conduct
2. Know about the rules that organisations have relating to confidentiality and security	2.1 Give examples of rules that relate to confidentiality and security
	2.2 Give reasons why it is important to keep information confidential and secure in an office environment