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**Tracking sheet –** **Preparing for the World of Work**

This unit could be taken by learners doing the PDE qualification who want to prepare themselves for joining the workforce in the future.

The aim of the unit is for the learner to start to prepare for the world of work. It is an opportunity to explore different ways of working, legal considerations and rights in the workplace and what the learner might expect from the world of work. It is also an opportunity for the learner to consider suitable employment options for the future.

**SCQF Level 5**

**Learner name Centre name**

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| **To do this you must** | **Evidence location** |
| 1. Understand the value of work | |
| * 1. Outline the advantages of being in work |  |
| * 1. Outline the meaning of having a work-life balance |  |
| 1. Understand the world of work | |
| * 1. Describe different types of employment/work contracts |  |
| * 1. Give examples of different ways to undertake job search activities |  |
| * 1. Identify the information given on a payslip |  |
| * 1. Outline rights of an employee |  |
| * 1. Describe how employees might resolve disputes at work |  |
| 1. Understand the knowledge, skills and attributes that are valued in the workplace | |
| * 1. Give examples of interpersonal skills which are valued in the workplace |  |
| * 1. Outline behaviours that are expected within the workplace |  |
| * 1. Describe the skills required in two different workplaces |  |
| * 1. Give examples of career options relevant to own skills and interests |  |
| **Assessor feedback** | |
|  | |
| **Assessor declaration** I confirm that the details above are correct, that the evidence submitted is the learner’s own work and that the learner meets all the requirements for the unit: | |
| Learner Name Assessor Name  Learner Signature Assessor Signature  Date Date | |