

[<< Return to Main Page](#)

**Learning Outcome**

**Project a professional image appropriate to a workplace**

**Assessment Method**

Work Based Assessment	Narrative Reflective Statements	Certificates	Validation Letter	Projects	Oral Questioning Interviews	Simulations Demos Products
X	X	X	X	X		X

Performance Criteria	Assessment Criteria			Comments
	Developing	Competent	Exemplary	
Dress, appearance, and conduct are appropriate for the requirements of the workplace.	<p>Poor personal hygiene may be offensive to coworkers.</p> <p>Evidence of inability to select appropriate business attire.</p> <p>Actions may undermine established procedures.</p> <p>Inappropriate behavior may create a negative effect on individuals or teams.</p>	<p>Applicant exhibits a good level of personal hygiene and grooming.</p> <p>Dress is appropriate for the work situation and is consistent with expected organization standards.</p> <p>Applicant is always punctual for work and scheduled commitments.</p> <p>Coworkers are treated courteously.</p> <p>Advance planning ensures that documents and other information are organized and available when needed.</p>	<p>Exhibits sound knowledge of, and follows, company policy and procedures.</p> <p>Makes a point of gaining broader knowledge about the company and its clients.</p> <p>Follows reporting guidelines accurately and consistently.</p>	