



UNIT STANDARD TITLE	Identify and discuss inappropriate behaviours in the workplace	
UNIT STANDARD ID	13174	
NQF LEVEL	1	
CREDITS	2	
DURATION	1 Days	
LEARNER RATIO	10 learners per group	
ENTRY LEVEL	It is assumed that learners have already attained Abet Level 3 Mathematical Literacy and Communication competence. Workshop edition: no entry level.	
PURPOSE OF UNIT STANDARD	The skills, values and knowledge reflected in this unit standard are required by people in the field of manufacturing, engineering and technology. The learning outcomes in this unit standard contribute to the exit level outcomes which provide access to workplace based learning programmes for occupationally focused qualifications in this field, and provide qualifying learners with access to a range of further learning at NQF level 2. Qualifying learners understand what behaviours are appropriate in a workplace and are able to recognise and respond to inappropriate behaviours.	
COURSE OUTCOMES	Specific Outcomes: Learners learn about inappropriate behaviours in the workplace and how to deal with them. Learners credited with this unit standard will be able to: <ul style="list-style-type: none"> • Describe the effects of various types of drugs and the implications of their use for the individual • Describe various inappropriate behaviours • Explain how to respond to and report inappropriate behaviour 	
COURSE CONTENT	The course consists of the following lessons: <ul style="list-style-type: none"> • Lesson 1 - The effects of drugs, alcohol and other substances • Lesson 2 - The effects of substance abuse • Lesson 3 - Sexual harassment and other discrimination • Lesson 4 - How to respond to and report inappropriate behaviour 	
ASSESSMENT & CERTIFICATION	Learners will write an exit exam through MWIE. Certificate of competence will be issued by Media Works.	
COSTING PER COURSE	<ul style="list-style-type: none"> • R4 920.00 group of 10 excluding vat. Or R492.00 per learner, excluding vat. • Excluded: Travel and Saturday overtime. • Exclude exam fees and certification at R100.00 per learner, excluding vat. 	
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