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| **Word** | **Meaning** |
| Common | Ordinary or usual. Recurring often. |
| Criteria | To meet a certain standard |
| Policy document | Information about a policy at work. Rules and regulations. |
| Suggestions | Ideas given by someone or a group. |
| User guide | It tells you how to do something |
| Sources | Someone or somewhere you can go to for help. |
| Guidance | Advice or information aimed at resolving a problem or difficulty |
| Solving problems | The process of working through details of a problem to reach a solution. |
| Straight forward | Easy and clear to follow. |
| Able | Having the power, skill, means, or opportunity to do something. |
| Solution | A means of solving a problem or dealing with a difficult situation. |
| Issue | A problem |
| Reflective log | Looking back at what you have done and keeping a log or diary on a regular basis |
| Specified | Identify clearly and definitely. |
| Observation | When you are observed/watched carrying out your role |
| Witness statement | This is when a member of college staff watches you carry out your role and then records what they have seen as evidence for the unit. |
| Reflective account | Writing down or discussing what you have done throughout the day at work placement |
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Live 3 – Unit 21 – Vocabulary list 13/01/2020