

Unit Title: Using ICT To Support Writing
Unit Level: 1
Unit Credit Value: 1
GLH: 9
LASER Unit Code: CAM107
Ofqual Unit Code: K/600/9935

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand the role that ICT can play in supporting writing.	1.1	Define what is meant by ICT.
		1.2	List and describe all the activities at work that uses ICT.
		1.3	Give examples of how ICT can support writing in particular.
		1.4	Identify the advantages of using ICT for writing.
		1.5	Identify possible challenges of using ICT for writing.
2.	Produce some writing using appropriate ICT technology.	2.1	Write an account of the use of ICT in the workplace and the overall benefits to the employees.
		2.2	Use a spell checker and grammar checker to edit own writing.
		2.3	Produce a hard copy of unedited and edited versions of text.
		2.4	Save and store file electronically.

Assessment Guidance:
NA

Additional Information:
NA