

Unit Title: Writing Needs At Work
Unit Level: 1
Unit Credit Value: 1
GLH: 9
LASER Unit Code: CAM111
Ofqual Unit Code: T/600/9940

This unit has 2 learning outcomes.

| LEARNING OUTCOMES | | ASSESSMENT CRITERIA | |
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| The learner will: | | The learner can: | |
| 1. | Recognise the writing needs of the workplace. | 1.1 | Give examples of why writing at work is sometimes the most appropriate form of communication. |
| | | 1.2 | Identify all the situations at work that demand a response in writing. |
| | | 1.3 | Give examples of occasions when a response can either be in writing or orally communicated and say why. |
| 2. | Understand the writing demands within current job role. | 2.1 | Identify examples of writing in own job role. |
| | | 2.2 | Identify those that are a regular and necessary part of own work and those which may vary according to the task. |

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| Assessment Guidance: |
| NA |

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| Additional Information: |
| NA |