

<b>Unit Title:</b>	<b>Presenting Information</b>
<b>Unit Level:</b>	<b>1</b>
<b>Unit Credit Value:</b>	<b>2</b>
<b>GLH:</b>	<b>12</b>
<b>LASER Unit Code:</b>	<b>WJB113</b>
<b>Ofqual Unit Code:</b>	<b>Y/502/3593</b>

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Recognise the intended audience and the purpose of information presented at work.	1.1	Give 2 examples of the type of information that can circulate in a place of work.
		1.2	Describe how each piece of information is presented in a way that suits its audience.
		1.3	Describe how each piece of information is presented in a way that suits its purpose.
2.	Know how to collect and present work-related data.	2.1	Collect straightforward data from two work-related sources.
		2.2	Present the data in a format suitable for the audience and purpose, which includes the use of ICT.

<b>Assessment Guidance:</b>
NA

<b>Additional Information:</b>
NA