

**Unit Title:** Using ICT Skills In A Work Place  
**Unit Level:** Entry 2  
**Unit Credit Value:** 2  
**GLH:** 20  
**LASER Unit Code:** WJB308  
**Ofqual Unit Code:** D/504/1478

This unit has 4 learning outcomes.

| LEARNING OUTCOMES |   | ASSESSMENT CRITERIA |  |
|-------------------|---|---------------------|--|
| The learner will: |   | The learner can:    |  |
| 1.                | Know ICT skills needed in a work place.                                       | 1.1                 | Identify tasks which require ICT skills in a work place.                               |
|                   |   | 1.2                 | State his/her use of ICT skills in a work place.                                       |
| 2.                | Be able to identify ICT skills that he/she needs to develop for a work place. | 2.1                 | Identify ICT skills that he/she needs to develop for use in a work place.              |
|                   |   | 2.2                 | State activities to take part in to improve his/her ICT skills to use in a work place. |
| 3.                | Be able to develop ICT skills in a work place.                                | 3.1                 | Contribute to activities to develop his/her ICT skills in a work place.                |
|                   |   | 3.2                 | Apply ICT skills in his/her job role in a work place.                                  |
| 4.                | Be able to review his/her learning.   | 4.1                 | State what went well with using the ICT skills that have been developed.               |
|                   |   | 4.2                 | State which ICT skills he/she wants to develop next.                                   |

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| <b>Assessment Guidance:</b> |
| NA                          |

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| <b>Additional Information:</b> |
| NA                             |