

Unit Title: Using Writing Skills In A Work Place
Unit Level: Entry 2
Unit Credit Value: 2
GLH: 20
LASER Unit Code: WJB311
Ofqual Unit Code: H/504/1465

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know writing skills needed in a work place.	1.1	Identify tasks which require writing skills in a work place.
		1.2	State own use of writing skills in a work place.
2.	Be able to identify writing skills that he/she needs to develop for a work place.	2.1	Identify reading skills that he/she needs to develop to use in a work place.
		2.2	Identify a target to be included in an action plan to develop his/her writing skills to use in a work place.
3.	Be able to develop writing skills in a work place.	3.1	Contribute to activities to develop his/her writing skills in a work place.
		3.2	Apply writing 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 writing skills that have been developed.

Assessment Guidance:
NA

Additional Information:
NA