

Unit Title: Using Office Equipment
Unit Level: Entry 3
Unit Credit Value: 2
GLH: 20
LASER Unit Code: WJC726
Ofqual Unit Code: T/506/0554

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know what equipment and resources are needed to carry out a range of routine office tasks.	1.1	Identify the correct equipment and/or resources from a given range.
2.	Be able to use office equipment under supervision.	2.1	Demonstrate how to use office equipment under supervision and following given instructions relating to <ul style="list-style-type: none"> - functional requirements - health and safety - environmental sustainability.

Assessment Guidance:

NA

Additional Information:

NA
