

Unit Title: Preparing To Write
Unit Level: Entry 1
Unit Credit Value: 3
GLH: 30
LASER Unit Code: WJF510
Ofqual Unit Code: Y/507/6374

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to choose the information required to include in own writing.	1.1	Identify the main points to include in a document for a stated purpose.
2.	Know the formats used for pieces of writing.	2.1	List formats which could be used for pieces of writing.
3.	Be able to draft own writing.	3.1	Give examples of writing for a given purpose to include: a) simple sentences b) language fit for purpose.

Assessment Guidance:

2.1 Minimum of three formats. Formats could include use of bullet points, illustrations etc.
 3.1 At least two separate documents should be drafted. There is no specified word count but documents should be appropriate for this level and fit for purpose

Additional Information:

NA