Unit Title: **Using ICT Skills In A Work Place**
Unit Level: **Entry 1**
Unit Credit Value: **2**
GLH: **20**
LASER Unit Code: **WJF531**
Ofqual Unit Code: **F/507/6692**

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Know ICT skills needed in a work place.	1.1	Identify ICT skills needed in a work place.
2.	Be able to identify ICT skills that he/she needs to develop for a work place.	2.1	Identify own ICT skills needing development.
		2.2	List activities to support development of own ICT skills.
3.	Be able to develop ICT skills in a work place.	3.1	Participate in activities to develop own ICT skills.
		3.2	Use ICT skills in own job role.

Assessment Guidance:
NA

Additional Information:
NA