

**Unit Title:** Using ICT Skills In A Work Place  
**Unit Level:** Entry 3  
**Unit Credit Value:** 2  
**GLH:** 20  
**LASER Unit Code:** WJF532  
**Ofqual Unit Code:** L/504/1699

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	List tasks which require ICT skills in a work place.
		1.2	Give an example of 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	State which ICT skills he/she needs for use in a work place.
		2.2	List ICT skills that he/she needs to develop in a work place.
		2.3	Agree an action plan to develop his/her ICT skills in a work place.
3.	Be able to develop ICT skills in a work place.	3.1	Carry out activities to develop his/her ICT skills in a work place.
		3.2	Use ICT skills in his/her job role in a work place.
4.	Be able to review own learning.	4.1	Identify what went well with using the ICT skills that have been developed.
		4.2	Give examples of which ICT skills he/she needs to develop further.

<b>Assessment Guidance:</b>
N/A

<b>Additional Information:</b>
NA