

Unit Title: Using Reading Skills In A Work Place
Unit Level: Entry 3
Unit Credit Value: 2
GLH: 20
LASER Unit Code: WJF538
Ofqual Unit Code: A/504/1701

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to use reading skills in a work place.	1.1	List tasks which require reading skills in a work place.
		1.2	Give an example of using reading skills in a work place.
2.	Be able to identify reading skills that he/she needs to develop for a work place.	2.1	State reading skills he/she needs for a work place.
		2.2	List his/her reading skills that need to be developed in a work place.
		2.3	Agree an action plan to develop his/her reading skills in a work place.
3.	Be able to develop reading skills in a work place.	3.1	Take part in activities to develop his/her reading skills in a work place, independently.
		3.2	Apply reading skills in his/her job role, independently.
4.	Be able to review his/her learning.	4.1	Identify what went well with using reading skills in a work place.
		4.2	Give examples of further work needed to develop own reading skills.

Assessment Guidance:

N/A

Additional Information:

NA