

Unit Title: Using Writing Skills In A Work Place
Unit Level: Entry 1
Unit Credit Value: 2
GLH: 20
LASER Unit Code: WJF546
Ofqual Unit Code: H/505/4586

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to identify own writing skills that need to be developed for use in a work place.	1.1	Indicate writing skills needed for own job in a work place.
		1.2	Indicate own writing skills that need to be developed.
2.	Be able to develop writing skills in a work place.	2.1	Indicate tasks which require writing skills in a work place.
		2.2	Participate in activities to develop own writing skills in a work place.
		2.3	Use writing skills in own job role in a work place.

Assessment Guidance:

As an E1 unit it is expected that the learner may require some support and prompting when doing the assessment but will be able to provide meaningful and appropriate responses to the tasks.

Additional Information:

NA