

Unit Title: Using Writing Skills In A Work Place
Unit Level: Entry 3
Unit Credit Value: 2
GLH: 20
LASER Unit Code: WJF547
Ofqual Unit Code: F/504/1702

This unit has 4 learning outcomes.

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

Assessment Guidance:
N/A

Additional Information:
NA