

# Open Awards Qualification Unit



This unit forms part of a regulated qualification. Click [here](#) to view qualifications.

## 1 Unit Details

Unit Title:	Report Writing
Unit Reference Number:	T/615/9157
Level:	Level 2
Credit Value:	1
Minimum GLH:	8

## 2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to produce a written formal report	1.1 Outline the purpose of a specific formal report
	1.2 Write a formal report on a given subject following standard conventions