

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Communicating With Others at Work

Unit Reference Number: F/506/1108

Level: Entry Level Two (2)

Credit Value: One (1)

Minimum Guided Learning Hours: 10

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understanding how to communicate appropriately with others at work	1.1 Identify people to communicate with in the workplace
	1.2 Identify the types of information that will need to be communicated
	1.3 Participate in discussions with others in familiar contexts
	1.4 Ask and respond to straightforward questions