Changing lives through learning

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Using ICT Skills in a Work Place

Unit Reference Number: J/615/5601

Level: Entry Level One (1)

Credit Value: Two (2)

Minimum Guided Learning Hours: 20

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to use ICT in a workplace	1.1 Identify tasks which require ICT skills in a workplace
2. Be able to identify own ICT skills that need to be developed for a workplace	2.1 Identify the ICT skills needed for own job role in a workplace
	2.2 Identify own ICT skills that need to be developed
	2.3 Identify actions required to develop own ICT skills
3. Be able to develop ICT skills in a workplace	3.1 Participate in activities to develop own ICT skills in a workplace, as directed
	3.2 Use ICT skills in own job role in a workplace, as directed

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