

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Using Reading Skills in a Workplace

Unit Reference Number: R/615/5603

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. Know when reading skills are needed in a workplace	1.1 Identify tasks which require reading skills in a workplace
2. Be able to identify own reading skills that need to be developed for a workplace	2.1 Identify reading skills needed for own job in a workplace
	2.2 Identify own reading skills that need to be developed
	2.3 Identify actions required to develop own reading skills
3. Be able to develop reading skills in a workplace	3.1 Participate in activities to develop own reading skills in a workplace
	3.2 Use reading skills in own job role in a workplace