

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Using Writing Skills in a Workplace

Unit Reference Number: Y/615/5604

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