

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Sending and Receiving Email

Unit Reference Number: K/615/5591

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 email software tools to send and receive email messages	1.1 Compose an email message
	1.2 Send an email message
	1.3 Open a received email message
	1.4 Identify when to respond to an email message
	1.5 Identify when not to respond to an email message