

# Qualification Unit

This unit forms part of a regulated qualification.

**Unit Title:** Using Reading Skills in a Workplace

**Unit Reference Number:** M/615/5768

**Level:** Entry Level Two (2)

**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
	1.2 State own use of reading skills in a workplace
	1.3 Identify three social sight words in the workplace
	1.4 Identify three symbols in the workplace
2. Be able to identify reading skills that they need to develop for a workplace	2.1 Identify reading skills that they need to develop for use in a workplace
	2.2 Identify a target to be included in an action plan to develop their reading skills to use in a workplace
3. Be able to develop reading skills in a workplace	3.1 Contribute to activities to develop their reading skills in a workplace
	3.2 Apply reading skills in their job role in a workplace
4. Be able to review their learning	4.1 State what went well with using the reading skills that have been developed