Changing lives through learning

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Using Writing Skills in a Workplace

Unit Reference Number: K/615/5770

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 writing skills needed in a workplace	1.1 Identify tasks which require writing skills in a workplace
	1.2 State own use of 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 that they need to develop to use in a workplace
	2.2 Identify a target to be included in an action plan to develop their writing skills to use in a workplace
3. Be able to develop writing skills in a workplace	3.1 Contribute to activities to develop their writing skills in a workplace
	3.2 Apply writing skills in their job role in a workplace
4. Be able to review their learning	4.1 State what went well with using the writing skills that have been developed

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