

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Exploring Working in an Office

Unit Reference Number: T/615/5934

Level: Entry Level One (1)

Credit Value: One (1)

Minimum Guided Learning Hours: 10

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to reflect on own experience of working in an office	1.1 Give an example of a task they participated in when working in an office
	1.2 Give an example of something they learned when working in an office
	1.3 Identify something they did well
	1.4 Identify one thing they might do better
	1.5 Identify one thing they enjoyed about working in an office