

# Qualification Unit

This unit forms part of a regulated qualification.

**Unit Title:** Using Office Equipment

**Unit Reference Number:** F/615/5838

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

**Credit Value:** One (1)

**Minimum Guided Learning Hours:** 10

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to use office equipment	1.1 Identify the correct equipment for a routine office task
	1.2 Following instructions, use the correct equipment to carry out a routine office task
	1.3 State where the equipment should be stored after use