

## Qualification Unit

This unit forms part of a regulated qualification.

**Unit Title:** Exploring Working in an Office

**Unit Reference Number:** R/615/6217

**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 reflect on own experience of working in an office	1.1 Give an example of tasks they participated in when working in an office
	1.2 Give an example of a task they completed on their own
	1.3 Give an example of something they learned when working in an office
	1.4 Identify something they did well
	1.5 Give an example of an area of their own skills that needs improving
	1.6 Give a personal observation about their experience of working in an office