

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Using Writing Skills in a Workplace
Unit Reference Number:	M/615/6340
Level:	Entry 3
Credit Value:	2
Minimum GLH:	20

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to use writing in a work place	1.1 List tasks which require writing skills in a work place
	1.2 Give an example of their use of writing skills in a work place
2. Be able to identify writing skills that they need to develop for a work place	2.1 State writing skills they need for a work place
	2.2 List writing skills that they need to develop in a work place
	2.3 Agree an action plan to develop their writing skills in a work place
3. Be able to develop writing skills in a work place	3.1 Take part in activities to develop their writing skills in a work place
	3.2 Apply writing skills in their job role
4. Be able to review their learning	4.1 Identify what went well with using writing skills in a work place
	4.2 Give examples of further work needed to develop his/her writing skills