

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Using Office Equipment in a Business Environment

Unit Reference Number: L/615/6507

Level: Entry Level Three (3)

Credit Value: Two (2)

Minimum Guided Learning Hours: 20

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know what equipment and resources are needed to carry out routine office tasks	1.1 Select the correct equipment and/or resources from a given range for routine office tasks
2. Be able to use equipment under supervision	2.1 Follow instructions to use key equipment under supervision relating to: a) Functional requirements b) Health and Safety c) Environmental sustainability