

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Using ICT to Support Writing

Unit Reference Number: T/615/7019

Level: One (1)

Credit Value: One (1)

Minimum Guided Learning Hours: 9

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the role that ICT can play in supporting writing	1.1 List and describe all the activities at work that use ICT
	1.2 Give examples of how ICT can support writing in particular
	1.3 Identify: <ul style="list-style-type: none"> a) Two advantages of using ICT for writing b) Two possible challenges of using ICT for writing
	1.4 Identify a minimum of two software programmes used to word process information
2. Produce writing using appropriate ICT technology	2.1 Write an account of the use of ICT including in the workplace including: <ul style="list-style-type: none"> a) Benefits to employees b) Benefits to organisation
	2.2 Use a spell checker and grammar checker to edit own writing
	2.3 Produce a hard copy of unedited and edited versions of text
	2.4 Save and store file electronically