

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Introduction to Library Skills
Unit Reference Number:	H/617/8271
Level:	Entry Level 2
Credit Value:	3
Minimum GLH:	30

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to identify Fiction and Non-Fiction Books	1.1 State the difference between fiction and non-fiction books
	1.2 Identify three fiction books
	1.3 Identify three non-fiction books
2. Know how to categorise stock	2.1 List the steps to catalogue stock
3. Know about storing data	3.1 List the user details needed to set up a new user
	3.2 State the requirements for storing customer data