

# Qualification Unit

This unit forms part of a regulated qualification.

**Unit Title:** Completing Tasks at Work

**Unit Reference Number:** J/618/2488

**Level:** Entry Level Two (2)

**Credit Value:** Three (3)

**Minimum Guided Learning Hours:** 30

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know about workplace tasks	1.1 Identify routine tasks for a specific job role
	1.2 State the purpose of routine tasks for a specific job role
	1.3 Outline key steps to be taken to complete routine tasks
2. Be able to complete workplace tasks	2.1 Follow instructions to complete routine workplace tasks
	2.2 Identify and communicate to others when tasks have been completed
	2.3 Ask appropriate person or people for help