

Unit Title: Using ICT Skills In A Work Place
Unit Level: Entry 2
Unit Credit Value: 2
GLH: 20
LASER Unit Code: WJB308
Ofqual Unit Code: D/504/1478

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know ICT skills needed in a work place.	1.1	Identify tasks which require ICT skills in a work place.
		1.2	State his/her use of ICT skills in a work place.
2.	Be able to identify ICT skills that he/she needs to develop for a work place.	2.1	Identify ICT skills that he/she needs to develop for use in a work place.
		2.2	State activities to take part in to improve his/her ICT skills to use in a work place.
3.	Be able to develop ICT skills in a work place.	3.1	Contribute to activities to develop his/her ICT skills in a work place.
		3.2	Apply ICT skills in his/her job role in a work place.
4.	Be able to review his/her learning.	4.1	State what went well with using the ICT skills that have been developed.
		4.2	State which ICT skills he/she wants to develop next.

Assessment Guidance:
N/A

Additional Information:
NA