

Unit Title: Spelling and Handwriting Skills	
Level:	Entry Three
Credit Value:	1
GLH:	10
OCNLR Unit Code:	HD3/E3/LQ/009
Ofqual Unit Reference Number:	A/503/3159

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to write a legible letter.	1.1. Compose a legible and neat letter on a familiar subject.
2. Know about different strategies for learning to spell.	2.1. Practise spelling key words relating to work routines, leisure and study.
3. Be able to spell common words and relevant key words.	3.1. Spell correctly key words relating to work routines, leisure and study.

Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	O
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	