

Unit Title: Reading Key Personal Words	
Level:	Entry Three
Credit Value:	1
GLH:	10
OCNLR Unit Code:	HD3/E3/LQ/007
Ofqual Unit Reference Number:	K/503/3156

*This unit has 2 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Be able to read and understand key specialist words.	1.1. Identify and read own list of key specialist words. 1.2. Select words from own list to match with definitions.
2. Be able to complete a form.	2.1. Identify words and phrases commonly used on forms. 2.2. Complete a straightforward form.

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