

Unit Title: Writing for Meaning Skills	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	HD3/1/LQ/024
Ofqual Unit Reference Number:	M/506/0911

This unit has 5 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to use writing to communicate clearly and effectively.	1.1. Produce information in a logical sequence to give instructions and directions. 1.2. Demonstrate how to sequence ideas in own short piece of writing, using paragraphs where appropriate. 1.3. Use vocabulary and detail appropriate for purpose and audience.
2. Be able to use different writing formats.	2.1. Demonstrate how to adjust own writing style to suit purpose of writing. 2.2. Use appropriate layouts and structure for different purposes.
3. Be able to plan written work.	3.1. Outline a plan for writing indicating key points. 3.2. Produce a rough draft from plan.
4. Be able to revise written work.	4.1. Demonstrate how to proof read written work identifying changes to be made to improve accuracy and meaning. 4.2. Demonstrate how to revise writing.
5. Be able to present writing appropriately.	5.1. Produce legible final text, with the accuracy required for the purpose. 5.2. Use tools appropriate to the presentation.

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	O	Practical demonstration	
Report	O	Group discussion	
Oral question and answer		Performance/exhibition	
Written description	O	Production of artefact	