

Unit Title: Using ICT Skills in a Workplace	
Level:	Entry 2
Credit Value:	2
GLH:	20
OCNLR Unit Code:	CP0/E2/LQ/001
Ofqual Unit Reference Number:	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 workplace.	1.1. Identify tasks which require ICT skills in a workplace. 1.2. State his/her use of ICT skills in a workplace.
2. Be able to identify ICT skills that he/she needs to develop for a workplace.	2.1. Identify ICT skills that he/she needs to develop for use in a workplace. 2.2. State activities to take part in to improve his/her ICT skills to use in a workplace.
3. Be able to develop ICT skills in a workplace.	3.1. Contribute to activities to develop his/her ICT skills in a workplace. 3.2. Apply ICT skills in his/her job role in a workplace.
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

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	O
Essay		Practical demonstration	O