

Unit Title: Using ICT Skills in Workplace	
Level:	Entry 3
Credit Value:	2
GLH:	20
OCNLR Unit Code:	CP0/E3/LQ/001
Ofqual Unit Reference Number:	L/504/1699

*This unit has 4 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Know ICT skills needed in a workplace.	1.1. List tasks which require ICT skills in a workplace. 1.2. Give an example of 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. State which ICT skills he/she needs for use in a workplace. 2.2. List ICT skills that he/she needs to develop in a workplace. 2.3. Agree an action plan to develop his/her ICT skills in a workplace.
3. Be able to develop ICT skills in a workplace.	3.1. Carry out activities to develop his/her ICT skills in a workplace. 3.2. Use ICT skills in his/her job role in a workplace.
4. Be able to review own learning.	4.1. Identify what went well with using the ICT skills that have been developed. 4.2. Give examples of which ICT skills he/she needs to develop further.

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