

Unit Title: Using ICT Skills in a Workplace	
Level:	Entry 1
Credit Value:	2
GLH:	20
OCNLR Unit Code:	CP0/E1/LQ/001
Ofqual Unit Reference Number:	R/504/1283

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to use ICT in a workplace.	1.1. Indicate tasks which require ICT skills in a workplace.
2. Be able to identify his/her ICT skills that need to be developed for a workplace.	2.1. Indicate the ICT skills needed for his/her job role in a workplace. 2.2. Indicate his/her ICT skills that need to be developed. 2.3. Indicate actions required to develop his/her ICT skills.
3. Be able to develop ICT skills in a workplace.	3.1. Participate in activities to develop his/her ICT skills in a workplace, as directed. 3.2. Use ICT skills in his/her job role in a workplace, as directed.

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	