

**Unit Title:** Using Reading Skills In A Work Place  
**Unit Level:** Entry 2  
**Unit Credit Value:** 2  
**GLH:** 20  
**LASER Unit Code:** WJB310  
**Ofqual Unit Code:** D/504/1464

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know reading skills needed in a work place.	1.1	Identify tasks which require reading skills in a work place.
		1.2	State own use of reading skills in a work place.
		1.3	Identify three social sight words in the work place.
		1.4	Identify three symbols in the work place.
2.	Be able to identify reading skills that he/she needs to develop for a work place.	2.1	Identify reading skills that he/she needs to develop for use in a work place.
		2.2	Identify a target to be included in an action plan to develop his/her reading skills to use in a work place.
3.	Be able to develop reading skills in a work place.	3.1	Contribute to activities to develop his/her reading skills in a work place.
		3.2	Apply reading skills in his/her job role in a work place.
4.	Be able to review his/her learning.	4.1	State what went well with using the reading skills that have been developed.

**Assessment Guidance:**

NA

**Additional Information:**

NA