

Unit Title:	Providing personal information in writing
OCR unit number:	B13
Life and Living Skill Area:	Communication
Level:	Entry 2
Credit value:	2
Guided learning hours:	20

Unit purpose and aim

This unit aims to provide learners working at Entry 2 with the opportunity to demonstrate their ability to provide personal information using their preferred method of writing including using the computer that is accurate.

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
The Learner will: 1 Be able to provide personal information in writing	The Learner can: 1.1 Produce accurate written personal information 1.2 Use appropriate capital letters and full stops 1.3 Use appropriate word and line spacing	The learner may use their preferred method of writing including use of a computer. Example activities may be to write out personal details including name, address for a friend using a symbolised programme, record own short details in a diary or address book or complete a simple change of address form. Using their preferred method of writing the learner demonstrates that they can use capital letters and full stops and appropriate word and line spacing using for example a symbolised programme to write about themselves for a new support worker, a simple CV for work experience or a letter about themselves to a potential employer.
2 Be able to correct written work	2.1 Review written work for: a) accuracy b) sense	The learner uses their preferred method to review their written work and make amendments. Examples may be to use a spell checker when writing a letter, read their own

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	2.2 Make required changes or amendments	written work to a friend to check that it makes sense, or to review work with support before making changes. The learner demonstrates the ability to amend their work to make improvements, for example make amendments to the spelling, punctuation or layout etc.

Assessment

This unit may be assessed using any method, or combination of methods, which clearly demonstrate that the learning outcomes and assessment criteria have been met. The methods used for assessment will be appropriate to the learner.

Possible ways of demonstrating that the assessment criteria have been met are provided in the third column of the unit, these are examples only, learners may demonstrate their ability to meet the criteria in many other ways.

Evidence requirements

The evidence must show that the learner has met the assessment criteria using their own preferred method of writing which may include use of the computer, spell checks and symbolised programmes.

Evidence must include the first draft of the written information, with evidence that it has been reviewed, and the final draft showing the changes that have been made to the original document.

The Record of Assessment and Evidence for this unit must be completed in full and signed by the assessor to confirm the evidence is authentic and meets the requirements of the learning outcomes and assessment criteria. The completed Record of Assessment and Evidence, together with any other appropriate form of evidence that has been generated for the unit, must be submitted for moderation.

Additional information

Information can be handwritten or produced using a computer.