

Unit 52: Use Office Equipment

Unit code:	Q221
Unit reference number:	H/601/2493
QCF level:	2
Credit value:	4
Guided learning hours:	18

Unit summary

This unit is about using a variety of different office equipment following manufacturer's and organisational guidelines.

Assessment guidance

The following is a guide, the evidence suggested is neither mandatory nor exclusive.

Learning outcomes	Assessment criteria	Assessment guidance
1	1.1 – 1.3	Evidence may be supplied via learner reports/reflective accounts, professional discussion and questioning.
2	2.1 – 2.5	
3	3.1 – 3.3	
4	4.1 – 4.3	
5	5.1	
6	6.1	
7	7.1 – 7.9	Evidence may be supplied via observation of workplace activities, witness testimony, professional discussion, learner reports/reflective accounts and inspection of products, using evidence appropriate to the learner's job role from the following sources: <ul style="list-style-type: none">– letters– emails– memos.

Assessment methodology

This unit is assessed in the workplace or in conditions resembling the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.