Unit Title: **IT Communication Fundamentals**
Unit Level: **Level 1**
Unit Credit Value: **2**
GLH: **15**
LASER Unit Code: **WJC609**
Ofqual Unit Code: **M/506/0343**

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Be able to use a variety of IT and non-IT based sources of information to meet needs.	1.1	Use appropriate sources of IT-based and other forms of information to meet identified needs.
		1.2	Identify features of information from different sources.
		1.3	Outline copyright constraints on the use of information.
2.	Be able to access, search for, select and use Internet-based information and assess its fitness for purpose.	2.1	Access, navigate and search Internet sources of information purposefully and effectively.
		2.2	Use appropriate search techniques to locate and select relevant information.
		2.3	Check and identify how the selected information meets requirements and is fit for purpose.
3.	Be able to select and use IT to communicate and exchange information.	3.1	Create e-mail and other IT-based communication.
		3.2	Access and read e-mail and other IT-based communication.
		3.3	Respond appropriately to e-mail and other IT-based communication.
		3.4	Use IT tools to maintain an address book.
		3.5	Use IT tools to schedule activities.

Assessment Guidance:
NA

Additional Information:
NA