

**Unit Title:** IT User Fundamentals  
**Unit Level:** Entry 3  
**Unit Credit Value:** 2  
**GLH:** 15  
**LASER Unit Code:** WJC552  
**Ofqual Unit Code:** L/506/0348

This unit has 5 learning outcomes.

| LEARNING OUTCOMES |  | ASSESSMENT CRITERIA |   |
|-------------------|--|---------------------|---|
| The learner will: |  | The learner can:    |   |
| 1.                | Be able to interact with and use IT systems to meet needs. | 1.1                 | Use correct procedures to start an IT system.   |
|                   |  | 1.2                 | Use correct procedures to shut down an IT system.   |
|                   |  | 1.3                 | Use IT systems and interface features to meet needs.  |
|                   |  | 1.4                 | Use appropriate terminology when describing IT systems.   |
| 2.                | Be able to store, organise and retrieve information.       | 2.1                 | Store and organise files and folders so that it is easy to find and retrieve information within them. |
|                   |  | 2.2                 | Retrieve information from stored files and folders.   |
|                   |  | 2.3                 | Identify types of storage media that can be used to store information.                                |
| 3.                | Understand the need for safety and security practices.     | 3.1                 | State why it is important to keep information secure.   |
|                   |  | 3.2                 | Identify why it is important to control access to hardware, software and data.                        |
| 4.                | Be able to store information safely and securely.          | 4.1                 | Follow guidelines and procedures for the safe and secure use of IT.                                   |
|                   |  | 4.2                 | Keep information secure and manage access to information sources securely.                            |
| 5.                | Be able to respond to common IT system problems.           | 5.1                 | Solve basic IT system problems.   |
|                   |  | 5.2                 | Identify where to get expert advice and help to solve IT system problems.                             |

|                             |
|-----------------------------|
| <b>Assessment Guidance:</b> |
|-----------------------------|

|    |
|----|
| NA |
|----|

|                                |
|--------------------------------|
| <b>Additional Information:</b> |
|--------------------------------|

|    |
|----|
| NA |
|----|