

Unit Title: IT User Fundamentals
Unit Level: Level 1
Unit Credit Value: 3
GLH: 27
LASER Unit Code: WJC662
Ofqual Unit Code: R/506/0349

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to use IT systems to meet needs.	1.1	Use correct procedures to start and shutdown an IT system.
		1.2	Use interface features effectively to interact with IT systems.
		1.3	Adjust system settings to meet individual needs.
		1.4	Use a communication service to access the Internet.
		1.5	Use appropriate terminology when describing IT systems.
2.	Be able to organise, store and retrieve information efficiently.	2.1	Work with files and folders so that it is easy to find and retrieve information.
		2.2	Identify what storage media to use.
		2.3	Organise and store information, using general and local conventions where appropriate.
3.	Be able to follow safety and security practices.	3.1	Work safely and take steps to minimise physical stress.
		3.2	Outline the danger of computer viruses, and how to minimise risk.
		3.3	Keep information secure.
		3.4	Outline why it is important to stay safe and to respect others when using ICT-based communication.
		3.5	Follow relevant guidelines and procedures for the safe and secure use of IT.
4.	Be able to carry out routine maintenance of IT systems and respond to routine IT system problems.	4.1	Identify why routine maintenance of hardware is important and when to carry it out.
		4.2	Identify where and when to get expert advice.
		4.3	Carry out regular routine maintenance of IT systems safely.
		4.4	Take appropriate action to handle routine IT problems.

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Assessment Guidance:

NA

Additional Information:

NA
