Unit Title: **Using ICT To Find Information**
Unit Level: **Entry 3**
Unit Credit Value: **3**
GLH: **30**
LASER Unit Code: **WJC398**
Ofqual Unit Code: **H/506/0369**

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Be able to follow recommended safe practices when using ICT.	1.1	Use ICT equipment safely.
2.	Be able to select and use appropriate ICT-based information sources.	2.1	Identify different sources of information, ICT-based and in other formats.
		2.2	Select appropriate ICT-based information sources, eg Internet, CD, DVD, Blu-ray disk, hard disk, memory stick, online address book, text message, to meet different needs.
		2.3	Use correct procedures to access, use and close applications.
3.	Be able to search to find specific ICT-based information.	3.1	Use input devices to find specific information.
		3.2	Use the following search techniques: - search - menu - contents list - index - key word - find tool.
		3.3	Use the internet to find specific information by: - entering a web address - using a search engine - following links - using the forward button - using the back button - using bookmarks.
		3.4	Use Help facilities to find information within applications.
4.	Be able to use removable media.	4.1	Insert, use and remove the following removable media safely: - CD, DVD, or Blu-ray disk - memory stick, flash drive, or external USB hard disk.
5.	Be able to select and present specific ICT-based information in hard copy.	5.1	Recognise when appropriate information has been found.
		5.2	Present information sourced from ICT in hard copy, eg printouts, written reports.

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Assessment Guidance:
NA

Additional Information:
NA