

**Unit Title:** Web-Based Information Technology  
**Unit Level:** Entry 3  
**Unit Credit Value:** 3  
**GLH:** 30  
**LASER Unit Code:** WJC613  
**Ofqual Unit Code:** M/506/0469

This unit has 11 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to use an online Information Technology (IT) device or system.	1.1	Use correct procedures to start and close down an online IT device or system.
		1.2	Set and use a password.
		1.3	Use an IT device or system and interface features safely.
2.	Be able to use appropriate terminology when describing IT devices or systems.	2.1	Use appropriate terminology when describing IT devices or systems.
3.	Be able to connect to the Internet.	3.1	Identify two methods of connecting to the internet.
		3.2	Get online with an internet connection.
4.	Be able to use browser software to navigate web pages.	4.1	Use browser software and tools to navigate web pages to find required information.
		4.2	Makes changes to settings to aid navigation.
5.	Be able to use browser tools to search for information from the Internet, World Wide Web, or an intranet.	5.1	Use appropriate search techniques to locate information.
		5.2	Choose appropriate sources of IT based information to meet needs.
		5.3	Use references for finding information.
6.	Be able to use browser software to communicate information online.	6.1	Access, complete and submit on-line forms.
		6.2	Identify an opportunity to interact with a website, and respond appropriately.
7.	Understand the need to follow safety and security practices when working online.	7.1	Identify common threats to information security online.
		7.2	State how to manage and store personal information securely.
		7.3	Identify common threats to user safety when working online.
		7.4	State how to stay safe when working online.
8.	Be able to follow relevant laws, guidelines and procedures for the safe and secure use of IT and the Internet.	8.1	Follow relevant laws, guidelines and procedures for the safe and secure use of IT and the Internet.
9.	Be able to organise, store and retrieve files and folders.	9.1	Organise, find and retrieve files and folders to find information easily.

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		9.2	Identify types of digital storage media which can be used to store information.
10.	Be able to compose and send e-mails.	10.1	Create e-mail messages.
		10.2	Attach a file to an e-mail message.
		10.3	Send e-mail messages.
		10.4	Retrieve e-mail messages.
		10.5	Use a digital address book to store and retrieve contact information.
11.	Be able to manage incoming e-mail.	11.1	Follow guidelines and procedures for using e-mail.
		11.2	Open and read e-mail messages.
		11.3	Reply to email messages received.
		11.4	Store e-mail messages appropriately for future use.

<b>Assessment Guidance:</b>
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NA
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<b>Additional Information:</b>
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