

**Unit Title:** Using ICT In The Workplace  
**Unit Level:** Level 2  
**Unit Credit Value:** 2  
**GLH:** 16  
**LASER Unit Code:** WJE844  
**Ofqual Unit Code:** Y/507/1479

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand policies, procedures and practices relevant to the use of ICT within an organisation.	1.1	Describe the importance of an organisation's ICT policies, procedures and practices.
		1.2	Explain the importance of confidentiality and data protection when accessing information and handling data.
2.	Be able to use ICT systems to locate and select information for a work based task.	2.1	Identify the purpose, and the desired outcomes of a work based task.
		2.2	Select potential sources of relevant ICT based information.
		2.3	Use appropriate search criteria to select and retrieve the information required.
		2.4	Describe how the information selected helps meet the desired outcome.
3.	Be able to use ICT systems to develop and present information for a work based task.	3.1	Select and use layouts appropriate to the type of information being presented.
		3.2	Enter, develop and combine different types of information.
		3.3	Check that final output is accurate and fit for purpose.
		3.4	Describe how final output fulfils the desired outcomes of the task.

<b>Assessment Guidance:</b>
NA

<b>Additional Information:</b>
NA