

Access to Higher Education Unit

This unit forms part of an Access to HE Diploma. This is a developmental unit so is only available as ungraded.

Unit Title: ICT: Advance Use of ICT

Ungraded Unit Reference Number: UD33DEV10

Module: Developmental

Level: Three (3)

Credit Value: Three (3)

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to use a computer and computer applications to produce a wide variety of documents suitable for purpose	1.1 Use at least three computer applications to create documents suitable for purpose
	1.2 Use a wide range of appropriate formatting tools to enhance documents for ease of reading and / or interpretation
2. Know how to use a computer to store documents systematically and securely so they may be retrieved efficiently	2.1 Create folders and sub-folders and save files systematically
	2.2 Save files to removable storage using filenames that reflect the content and version of the file
	2.3 Save backup copies of files in different locations to reduce the chance of accidental loss and justify the backup methods used
3. Know how to use a range of ICT applications to share information in a range of appropriate formats	3.1 Use a variety of ICT tools to share image files in a variety of different formats suitable to the needs of the recipient
	3.2 Use a variety of ICT tools to share links to relevant Websites and Web pages
	3.3 Use file compression techniques to reduce memory overheads and speed up transfer of files
4. Understand the scope of the World Wide Web and how to use the Internet to retrieve accurate, relevant information	4.1 Evaluate the use of the Internet for collecting accurate and up to date information or data

4.2 Use the Internet to collect relevant information or data for a specified purpose and justify choices