Open Awards Qualification Unit

Form OAQU

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1 | Unit Details

Unit Title:	Using ICT in the Workplace
QAC Code:	J/504/6318
Level:	Level 2
Credit Value:	3
Minimum GLH:	25

2 | Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):	
1. Know the importance of making effective use of ICT in the workplace	1.1	Explain how effective use of ICT can contribute to the overall effectiveness of an organisation
	1.2	Describe the possible impact of poor use of ICT on an organisation
2. Be able to identify the ICT requirements of workplace tasks	2.1	Describe the ICT requirements for different complex workplace tasks
3. Be able to make safe use of an ICT system to undertake workplace tasks	3.1	Use ICT to complete different complex workplace tasks efficiently
	3.2	Develop and use storage systems to enable efficient retrieval of information
	3.3	Follow workplace guidelines for safe and secure use of ICT
4. Be able to use ICT to find and select information in the workplace	4.1	Use ICT to locate and select relevant and reliable information from different sources to meet the requirements of a complex workplace task
5. Be able to use ICT to present and share information in the workplace	5.1	Use ICT to collate and refine work-related information from different sources

	5.2	Use appropriate software to present conclusions including • text • images • graphs/charts in a format suitable for the purpose and for the audience