

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Developing and Presenting Information Using ICT

Unit Reference Number: R/506/2912

Level: Entry Level One (1)

Credit Value: Two (2)

Minimum Guided Learning Hours: 20

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to enter personal information	1.1 Complete online forms requiring personal information
2. Be able to present information through ICT	2.1 Use hard copies to present ICT information
	2.2 Use screen shots to present ICT information
3. Be able to delete and amend information	3.1 Demonstrate how to correct mistakes in information
	3.2 Demonstrate how to delete information
4. Be able to present information orally	4.1 Use spoken explanations to present ICT information