

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Finding, Selecting and Exchanging Information Using ICT

Unit Reference Number: H/506/2915

Level: Entry Level Two (2)

Credit Value: Two (2)

Minimum Guided Learning Hours: 20

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know ICT sources of information	1.1 Give examples of ICT sources of information
2. Be able to locate information using ICT sources	2.1 State ICT sources that could be used for a given task
	2.2 Locate information from ICT sources for a stated task
3. Be able to use enter and save information	3.1 Demonstrate how to save work using file names
	3.2 State why work should be saved
4. Be able to send and receive ICT based information	4.1 Give examples of ICT based information
	4.2 Use ICT to send information
	4.3 Use ICT to receive information