

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Developing and Presenting Information Using ICT

Unit Reference Number: T/506/2921

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. Be able to enter personal information	1.1 Complete online forms requiring personal information
	1.2 Demonstrate how to complete an online diary
2. Be able to present information through ICT	2.1 Use hard copies to present ICT information that is fit for purpose
	2.2 Use screen shots to present ICT information that is fit for purpose
3. Be able to delete and amend information	3.1 Identify changes required in inputted information
	3.2 Demonstrate how to make changes
	3.3 Demonstrate how to delete information
4. Be able to present information orally	4.1 Use spoken explanations to support ICT information