

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Using ICT in the Workplace
Unit Reference Number:	F/615/8092
Level:	Level 1
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 Describe the key benefits of effective use of ICT to the individual and to the organisation
2. Be able to identify the ICT requirements of workplace tasks	2.1 Describe the ICT requirements for different familiar workplace tasks
3. Be able to make safe use of an ICT system to undertake workplace tasks	3.1 Use ICT to complete familiar workplace tasks efficiently
	3.2 Use ICT to store information so that it can be easily retrieved by self and other
	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 search for information for a familiar workplace task
	4.2 Select relevant information for a workplace task