Unit Title:	**IT Communication Fundamentals**
Unit Level:	**Level 1**
Unit Credit Value:	**2**
GLH:	**15**
LASER Unit Code:	**CAI932**
Ofqual Unit Code:	**Y/502/4291**

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Use a variety of sources of information to meet needs.	1.1	Use appropriate sources of IT-based and other forms of information to meet needs.
		1.2	Identify different features of information.
		1.3	Recognise copyright constraints on the use of information.
2.	Access, search for, select and use Internet-based information and assess its fitness for purpose.	2.1	Access, navigate and search Internet sources of information purposefully and effectively.
		2.2	Use appropriate search techniques to locate and select relevant information.
		2.3	Outline how the information meets requirements and is fit for purpose.
3.	Select and use IT to communicate and exchange information.	3.1	Create, access, read and respond appropriately to e-mail and other IT-based communication.
		3.2	Use IT tools to maintain an address book and schedule activities.

Assessment Guidance:
See IT User Assessment Strategy available from www.e-skills.com

Additional Information:
NA