Unit Title: IT User Fundamentals
Unit Level: Entry 3
Unit Credit Value: 2
GLH: 15
LASER Unit Code: CAI904
Ofqual Unit Code: T/502/0166

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Interact with and use IT system to meet needs.	1.1	Use correct procedures to start and shutdown an IT system.
		1.2	Use IT systems and interface features effectively to meet needs.
		1.3	Use appropriate terminology when describing IT systems.
2.	Organise, store and retrieve appropriately.	2.1	Work with files and folders so that it is easy to find and retrieve information.
		2.2	Identify types of storage media that can be used to store information.
3.	Understand the need for safety and security practices.	3.1	Follow guidelines and procedures for the safe and secure use of IT.
		3.2	Understand the need to keep information secure.
		3.3	Keep information secure and manage access to information sources securely.
		3.4	Identify why it is important to control access to hardware, software and data.
4.	Maintain system and respond to common IT system problems.	4.1	Respond to IT problems and take appropriate action.
		4.2	Identify where to get expert advice and help to solve problems.

Assessment Guidance:
NA

Additional Information:
NA