

Unit Title: ICT For Employment
Unit Level: 2
Unit Credit Value: 2
GLH: 12
LASER Unit Code: WJB096
Ofqual Unit Code: D/502/3563

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to appraise their own technology skills in relation to the different skills needed in different job roles.	1.1	Describe how technology skills requirements can vary from job role to job role giving three examples of different job roles that they could apply for and showing what technology skills each requires.
		1.2	Describe the range of technology likely to be used in an employment sector they would like to work in.
		1.3	Carry out a self-audit of own ICT skills and familiarity with different technology used in the sector chosen.
2.	Know how to use a range of ICT equipment safely and how to use software commonly found in a place of work.	2.1	Demonstrate safe and appropriate use of: a. A photocopier b. Computer and printer
		2.2	Demonstrate the ability to use word processing software effectively to produce a 3 page report that is appropriately titled, saved and printed out. The report will include: a. Use of the spell checking tool b. A table c. Use of titling d. Appropriate use of a header and/or footer
		2.3	Demonstrate the ability to use email (or webmail) effectively, including being able to: a. Send email with an attachment b. Receive and respond to email appropriately.

Assessment Guidance:
NA

Additional Information:
NA