

**Unit Title:** IT User Fundamentals  
**Unit Level:** Entry 3  
**Unit Credit Value:** 2  
**GLH:** 15  
**LASER Unit Code:** WJC552  
**Ofqual Unit Code:** L/506/0348

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to interact with and use IT systems to meet needs.	1.1	Use correct procedures to start an IT system.
		1.2	Use correct procedures to shut down an IT system.
		1.3	Use IT systems and interface features to meet needs.
		1.4	Use appropriate terminology when describing IT systems.
2.	Be able to store, organise and retrieve information.	2.1	Store and organise files and folders so that it is easy to find and retrieve information within them.
		2.2	Retrieve information from stored files and folders.
		2.3	Identify types of data storage media.
3.	Understand the need for safety and security practices.	3.1	State why it is important to keep information secure.
		3.2	Identify why it is important to control access to hardware, software and data.
4.	Be able to store information safely and securely.	4.1	Follow guidelines and procedures for the safe and secure use of IT.
		4.2	Keep information secure and manage access to information sources securely.
5.	Be able to respond to common IT system problems.	5.1	Solve basic IT system problems.
		5.2	Identify where to get expert advice and help to solve IT system problems.

**Assessment Guidance:**

NA

**Additional Information:**

NA