Unit Title: **IT Communication Fundamentals**
Unit Level: **Level 1**
Unit Credit Value: **2**
GLH: **15**
LASER Unit Code: **WJG564**
Ofqual Unit Code: **M/617/3803**

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Be able to use a variety of IT and non-IT based sources of information to meet needs.	1.1	Use appropriate sources of IT-based and other forms of information to meet identified needs.
		1.2	Identify features of information from different sources.
		1.3	Outline copyright constraints on the use of information.
2.	Be able to access, search for, select and use online information and assess its fitness for purpose.	2.1	Access, navigate and search online sources of information.
		2.2	Use appropriate search techniques to locate relevant information.
		2.3	Select relevant information.
		2.4	Check selected information meets requirements.
3.	Be able to select and use electronic methods to communicate and exchange information.	3.1	Create e-mail and other electronic communication methods.
		3.2	Access and read e-mail and other electronic communications.
		3.3	Respond appropriately to e-mail and other electronic communications.
		3.4	Create an electronic address book.
		3.5	Maintain an electronic address book.
		3.6	Use electronic messaging and calendar to schedule activities.

Assessment Guidance:
NA

Additional Information:
NA