Unit Title: IT Communication Fundamentals
Unit Level: Level 1
Unit Credit Value: 2
GLH: 15
LASER Unit Code: WJH138
Ofqual Unit Code: H/650/1738

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Be able to use the internet	1.1	Access the internet.
		1.2	Navigate the internet using a web browser.
		1.3	Use search techniques to locate and select relevant information.
		1.4	Outline how selected information meets requirements.
2.	Be able to use different sources of information.	2.1	Use different sources of IT-based information to meet needs.
		2.2	Identify features of different information types.
		2.3	List copyright constraints on the use of information.
3.	Be able to communicate and exchange information online.	3.1	Access, e-mails and other web-based communication formats.
		3.2	Create e-mails and other web-based communication formats.
		3.3	Respond to e-mails and other web-based communications.
4.	Be able to use personal information manager software.	4.1	Use IT tools to maintain an address book.
		4.2	Use IT tools to manage and schedule activities.
Assessment Guidance:			

Additional Information:
NA