

**Unit Title:** Using The Internet  
**Unit Level:** Entry 3  
**Unit Credit Value:** 1  
**GLH:** 10  
**LASER Unit Code:** WJH166  
**Ofqual Unit Code:** T/650/1751

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to establish a connection with a network.	1.1	Identify an available network.
		1.2	Name a type of network connection.
		1.3	Establish a connection to an existing network.
2.	Be able to use browser software to navigate online.	2.1	Navigate to a specified webpage or website using a common browser.
		2.2	Locate and open the help facilities built into the browsing software.
		2.3	Demonstrate the in-built accessibility functions of the browsing software.
3.	Be able to use a common search engine to find information online.	3.1	Identify two common search engines.
		3.2	Use a search engine to find information specifically requested.
		3.3	Use bookmarking tools to save a link to a website.
4.	Be able to interact with website tools to send information.	4.1	Identify at least two reasons for using online forms.
		4.2	Use an online form.
5.	Understand the need for safe and secure practices when working online.	5.1	Identify what makes a strong password.
		5.2	State how to change an online password to meet safe and secure practices.
		5.3	Give examples of threats to online security and ways of reducing these.
		5.4	List threats to user safety and ways of reducing these.
		5.5	Name at least two pieces of legislation and/or policies which help to govern online safety.

#### Assessment Guidance:

Assessment could include:

- an assignment to cover practical ability and underpinning knowledge - that may include multiple choice questions as part of a single assessment activity or as a separate activity.
- work for a portfolio of evidence.
- screenshots and supporting witness testimonies for any demonstration of skills and use of tools/functions of software.

2.1 Assessor could provide a list of websites that the learners can navigate to, including own website, or trusted national/regional websites such as BBC News.

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3.2 Assessor to provide specific information for the learners to search for. This could be selected from the learner's own interests, common themes for a specific time (e.g., seasonal, or cultural events such as Diwali), or to raise awareness such as environmental issues.

4.2 Assessor could create an online form for the learners to complete, and use the answers generated as evidence. Widely available software tools could be used. Otherwise, use of online 'Contact Us' pages could be used in conjunction with screenshots and witness testimonies.

5.1 This should include use of the following:

- Uppercase letters
- Lowercase letters
- Numbers
- Symbols
- Minimum length

5.3 A minimum of two threats to be given with one way of countering each of the threats identified (e.g. saving login details to local machines).

5.4 A minimum of two threats to be given with one way of countering each of the threats identified (e.g. online grooming).

5.5 Own organisation policies and procedures can be used as an example.

**Additional Information:**