

Unit Title: Find Information Using Digital Resources
Unit Level: Entry 3
Unit Credit Value: 3
GLH: 30
LASER Unit Code: WJH342
Ofqual Unit Code: F/650/9324

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to follow safe practices when using digital resources.	1.1	Use digital equipment safely.
2.	Be able to select and use digital information sources.	2.1	Identify different sources of digital information.
		2.2	Select digital information for a given purpose.
		2.3	Access, use and close resources.
3.	Be able to search for specific digital information.	3.1	Use input devices to find specific information.
		3.2	Use the following search techniques: <ul style="list-style-type: none"> • search • menu • contents list • index • key word.
		3.3	Use the internet to find specific information by: <ul style="list-style-type: none"> • entering a web address • using a search engine • following links • using the forward and back buttons • using bookmarks.
		3.4	Use Help facilities to find information.
4.	Know about removable media.	4.1	Identify different types of removable media
5.	Be able to select and present specific digital information in hard copy.	5.1	Recognise when requested information has been found.
		5.2	Present digitally sourced information in hard copy.

Assessment Guidance:

3.1. Examples of input devices include keyboards, mouse, scanners, cameras, joysticks, and microphones.
 4.1 A minimum of two resources should be identified: Internet, CD, DVD, Blu-ray disk, hard disk, memory card, flash drive, external USB drive, text.

Additional Information:

NA

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