

Unit Title: Using Digital Communications
Unit Level: Entry 3
Unit Credit Value: 1
GLH: 10
LASER Unit Code: WJH343
Ofqual Unit Code: H/650/9325

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to use email to write and send messages.	1.1	Open and close an email software package.
		1.2	Access and read an email.
		1.3	Delete an email.
		1.4	Reply to an email.
		1.5	Forward an email.
		1.6	Create an email and send it to a specified address.
2.	Be able to use digital devices for messaging.	2.1	Access the message menu or app on a digital device.
		2.2	Select and read a message.
		2.3	Reply to a message.
		2.4	Write a new message and send it to a contact stored on the device.
		2.5	Delete a message.
3.	Be able to use video communication software.	3.1	List a range of common video communication software packages.
		3.2	Access different video communication software.
		3.3	Join a video call.
		3.4	Make a video call.
		3.5	Use a range of tools within the software.
		3.6	Exit a video call and close the software.
4.	Know how to stay safe when using digital communications.	4.1.	Give an example of a method to stay safe when using digital communications.

Assessment Guidance:

AC 3.2. A minimum of two.

Additional Information:

AC 3.5. Examples could include: chat function; background display; views; captions etc.