Unit Title: IT Communication Fundamentals
Unit Level: Level 2
Unit Credit Value: 2
GLH: 15
LASER Unit Code: WJH137
Ofqual Unit Code: J/650/1739

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Be able to search the internet.	1.1	Access the internet using a web enabled device.
		1.2	Navigate the internet using a web browser.
		1.3	Find information using a range of search techniques.
		1.4	Select information that meets given needs.
		1.5	Evaluate information for: • accuracy and reliability • bias • currency • relevance • fitness for purpose
2.	Be able to select information from different sources.	2.1	Select sources of IT-based and other information to meet needs.
		2.2	Use a range of IT-based and other forms of information to meet needs.
		2.3	Describe different features of information.
		2.4	Describe copyright and other constraints on the use of other's information.
3.	Be able to communicate and exchange information online.	3.1	Access e-mail and other web-based communication formats.
		3.2	Create e-mail and web-based electronic communications adapting style to suit audience.
		3.3	Respond to e-mail and other web-based electronic communications adapting style to suit audience and circumstances.
		3.4	List ways to create, post or publish material to different websites.
		3.5	Select and use appropriate tools and techniques to share and send files online.
		3.6	Work collaboratively with others

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			online using a common browser tool.
4.	Be able to use personal information manager software.	4.1	Use IT tools to manage an address book.
		4.2	Use IT tools to manage and schedule activities.
5	Understand the need for safe practices when working online.	5.1	Describe the threats to data security when working online.
		5.2	Describe the threats to personal user safety when working online.
		5.3	Identify how individuals can be targeted online.
		5.4	Describe at least one method of enhancing own safety and security practices.

Assessment Guidance:

Additional Information:
NA