Unit Title: IT User Fundamentals	
Level:	Entry Three
Credit Value:	2
GLH:	20
OCNLR Unit Code:	CN0/E3/LQ/005
Ofqual Unit Reference Number:	K/505/3214

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to interact with and use IT system to meet needs.	1.1. Use correct procedures to start and shutdown an IT system. 1.2. Use IT systems and interface features effectively to meet needs. 1.3. Use appropriate terminology when describing IT systems.
2. Be able to organise, store and retrieve appropriately.	2.1. Work with files and folders so that it is easy to find and retrieve information. 2.2. Identify types of storage media that can be used to store information.
3. Understand the need for safety and security practices.	3.1. Follow guidelines and procedures for the safe and secure use of IT. 3.2. State why it is important to keep information secure. 3.3. State how to manage access to information sources securely. 3.4. State why it is important to control access to hardware, software and data.
4. Be able to respond to common IT system problems.	4.1. Respond to common IT problems and take appropriate action. 4.2. Identify where to get expert advice to help solve problems.

Assessment

The grid below gives details of the assessment activities to be used with the unit attached.
Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed   This assessment method *must* be used to assess all or part of the unit.

O = Optional   This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	O
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description		Production of artefact	

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