

Unit Title: Using ICT Equipment in the Workplace	
Level:	Entry 1
Credit Value:	2
GLH:	20
OCNLR Unit Code:	HC1/E1/LQ/004
Ofqual Unit Reference Number:	H/504/1241

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know types of information and communication technology used in a workplace.	1.1. Identify types of information and communication technology used in a workplace. 1.2. Indicate his/her use of information and communication technology in a workplace.
2. Know health and safety rules when using ICT equipment in the workplace.	2.1. Identify health and safety rules when using ICT equipment in the workplace.
3. Be able to recognise when equipment may be unsafe.	3.1. Identify signs that ICT equipment may be unsafe.
4. Be able to use a piece of ICT equipment in a workplace.	4.1. Participate in accessing a piece of ICT equipment in a workplace.

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