

Unit Title: Using ICT Equipment in a Workplace	
Level:	Entry 3
Credit Value:	2
GLH:	20
OCNLR Unit Code:	AJ3/E3/LQ/001
Ofqual Unit Reference Number:	H/504/1627

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know health and safety rules when using ICT equipment in a workplace.	1.1. Follow health and safety rules when using ICT equipment in a workplace. 1.2. Identify who to report faulty ICT equipment to. 1.3. Identify who to report an accident to.
2. Know types of ICT equipment in a workplace.	2.1. Identify types of common ICT equipment used in a workplace. 2.2. Name common pieces of ICT equipment used in a workplace. 2.3. Identify his/her use of ICT equipment in a workplace.
3. Be able to use ICT equipment in a workplace.	3.1. Identify why ICT equipment must be checked for safety. 3.2. Check that ICT equipment is safe to use. 3.3. Carry out activities in the workplace using ICT equipment safely.
4. Be able to look after ICT equipment in a workplace.	4.1. Identify ways to keep an ICT work station tidy. 4.2. Tidy ICT equipment after use. 4.3. Turn ICT equipment on and off. 4.4. Identify where to store 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	