

Unit Title: Using ICT Equipment in the Workplace	
Level:	Entry 2
Credit Value:	2
GLH:	20
OCNLR Unit Code:	CP0/E2/LQ/002
Ofqual Unit Reference Number:	R/504/1302

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 in the workplace.	1.1. State health and safety rules when using ICT in the workplace. 1.2. Maintain the safety of self and others in the workplace. 1.3. Identify fire procedures when using ICT equipment in the workplace.
2. Know types of ICT equipment used in the workplace.	2.1. Recognise types of common ICT equipment used in a workplace. 2.2. State his/her use of ICT equipment in a workplace.
3. Be able to use ICT equipment safely in a workplace.	3.1. State why ICT equipment must be checked for safety. 3.2. Participate in a given activity using ICT equipment safely.
4. Be able to maintain ICT equipment in a workplace.	4.1. State ways to keep an ICT work station tidy.

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