

**Unit Title:** Using ICT Equipment in the Work Place  
**Unit Level:** Entry 1  
**Unit Credit Value:** 2  
**GLH:** 20  
**Unique Reference Number:** H/504/1241

This unit has 4 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Know types of information and communication technology used in a work place.	1.1. Identify types of information and communication technology used in a work place. 1.2. Indicate his/her use of information and communication technology in a work place.
2. Know health and safety rules when using ICT equipment in the work place.	2.1. Identify health and safety rules when using ICT equipment in the work place.
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 work place.	4.1. Participate in accessing a piece of ICT equipment in a work place.

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<b>Owner:</b>	NOCN
<b>Unit Grading Structure</b>	PASS
<b>Sector Subject Areas (SSA)</b> <i>More than one SSA can be listed</i>	14.2
<b>Availability for Use</b>	Shared – open to all AOs to award credit
<b>Restricted organisations</b>	
<b>Assessment Guidance – mandatory</b> <i>Field cannot be left blank.</i>	As an E1 unit it is expected that the learner may require some support and prompting when doing the assessment but will be able to provide meaningful and appropriate responses to the tasks. The unit is only assessed at the application stage of the continuum.
<b>Equivalences</b>	N/A