OCR
Oxford Cambridge and RSA

Unit Title:	**Support the use of information and communication technology for teaching and learning**
OCR unit number:	22
Sector unit number:	TDA 2.19
Level:	2
Credit value:	2
Guided learning hours:	12
Unit accreditation number:	A/601/6579

Unit purpose and aim

This unit covers the knowledge and skills needed for supporting the use of ICT for teaching and learning. It requires demonstration of competence in preparing ICT resources to support teaching and learning and supporting the teacher, colleagues and learners to use ICT resources safely and effectively.

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Exemplification
1. Know the policy and procedures for the use of ICT for teaching and learning	1.1 Describe the setting's policy for the use of ICT for teaching and learning 1.2 Identify the **ICT resources** used for teaching and learning within the setting 1.3 Outline relevant legislation, regulations and guidance in relation to the use of ICT eg. software licensing 1.4 Describe the setting's procedures for dealing with faulty ICT equipment 1.5 Describe the requirements and	Centres must ensure that all assessment criteria are met. **ICT resources** includes a range of different equipment and technological devices, such as programmable toys, telephones, videos, timers, keyboards, keypads, computers, software, digital cameras, interactive whiteboards as well as new technologies as they become available.

		procedures for storage and security of ICT resources in the setting	
2. Be able to prepare ICT resources for use in teaching and learning	2.1	Follow the manufacturers' and safety instructions for setting up ICT resources	
	2.2	Describe the risks associated with ICT resources and how to minimise them	
	2.3	Identify and obtain accessories, consumables and information needed to use ICT resources	
	2.4	Use screening devices to prevent access to unsuitable material via the internet	
	2.5	Identify and resolve common problems with ICT resources	
3. Be able to support the use of ICT for teaching and learning	3.1	Operate ICT resources correctly and safely when asked to do so	**Guidance and instructions** on the use of ICT resources: • to teachers • to learners • to other support staff
	3.2	Give clear **guidance and instructions** on the use of ICT resources	
	3.3	Provide an appropriate level of assistance to enable learners to experience a sense of achievement, maintain self-confidence and encourage self-help skills in the use of ICT	**Problems** may relate to: • the learning activities • the learning resources • the learning environment • the learners
	3.4	Monitor the safe use of ICT resources, including internet access, and intervene promptly where actions may be dangerous	
	3.5	Describe the sorts of	

	problems that might occur when supporting learners using ICT and how to deal with these	

Assessment

This unit needs to be assessed in line with the Training and Development Agency (TDA) QCF Assessment principles.

Assessment decisions for competence based learning outcomes (eg those beginning with 'Be able to') must be made in a real work environment by an occupationally competent assessor. Any knowledge evidence integral to these learning outcomes may be generated outside of the work environment but the final assessment decision must be within the real work environment.

This unit is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. This unit may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. This unit requires workplace assessment of occupational competence.

Assessment criteria 2.3, 2.4, 3.1, 3.2, 3.3 and 3.4 must be assessed in the workplace.

Competence based assessment must include direct observation as the main source of evidence.

Guidance on assessment and evidence requirements

OCR does not stipulate the mode of delivery for the teaching of the content of this unit. Centres are free to deliver this unit using any mode of delivery that meets the needs of their candidates. Centres should consider the candidates' complete learning experience when designing learning programmes.

National Occupational Standards (NOS) mapping/signposting

STL7 Support the use of information and communication technology for teaching and learning

Introductory training materials:

- ICT

NOS can viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Functional Skills Standards					
English		**Mathematics**		**ICT**	
Speaking and Listening	✓	Representing		Use ICT systems	✓
Reading	✓	Analysing		Find and select information	✓
Writing	✓	Interpreting		Develop, present and communicate information	✓

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .