OCR
Oxford Cambridge and RSA

Unit Title:	**Introduction to using ICT systems**
OCR unit number:	F12
Level:	Entry 3
Credit value:	3
Guided learning hours:	30
Unit reference number:	T/504/4984

Unit aim and purpose

This unit aims to provide learners working at Entry 3 with the opportunity to identify and use the main hardware components of an ICT system in a safe and secure way, use removable media, open, use and close a software application and enter and print data.

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
The Learner will: 1 Recognise the main components of ICT systems	**The Learner can:** 1.1 Identify the main hardware components of ICT systems	The learner shows that they can identify the main hardware components of an ICT system. Examples of hardware components could include: monitor, keyboard, mouse.
2 Operate an ICT system	2.1 Start up and shut down an ICT system using the correct procedures for that system	The learner shows that they can start up and close down the system by, for example, switching on, logging in and following commands to log out and close down using the correct procedures for that system.
	2.2 Use ICT hardware components	The learner will be able to use different hardware components. Examples of hardware components used could include: monitor, keyboard and mouse.
	2.3 Use one example of removable media	The learner shows that they can use removable media. Examples could include using a USB memory stick to back up a file, connecting a smartphone to a PC in order to back up photos.

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Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
3 Understand safe and secure working practices	3.1 Operate an ICT system using recommended safe working practices	The learner shows that they can work safely using safe working practices. Examples could include keeping drinks away from the keyboard, setting the accessibility options to improve contrast, ensuring cables are tidy and out of reach.
	3.2 Use a password and statehow you keep it secure	The learner shows that they can use a password. Examples of this could include: an observation of a learner using a password to access a computer, using a password to access the secure area of a website Examples of keeping a password secure could include: choosing a personally memorable password which will not need to be written down, not revealing a password to others.
4 Use a software application package	4.1 Open and close a software application	The learner shows that they can open a software application for the intended purpose and close the application after use. Examples could include: email software, a word processing application, graphics software.
	4.2 Enter data using an appropriate input device	The learner shows that they can enter data using, for example, voice activated software, adaptive equipment, a keyboard.
	4.3 Print from a software application	The learner shows that they can print from a software application selecting, for example, 'print' from a menu, using a 'print' command, using voice activated software.

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Assessment

This unit may be assessed using any method, or combination of methods, which clearly demonstrate that the learning outcomes and assessment criteria have been met.

Possible ways of demonstrating that the assessment criteria have been met are provided in the third column of the unit, these are examples only. Learners may demonstrate their ability to meet the criteria in many other ways.

Evidence requirements

The evidence must show that the learner can meet all the assessment criteria. They will evidence the use of an ICT system and a software application of choice.

The Record of Assessment and Evidence for this unit must be completed in full and signed by the assessor to confirm the evidence is authentic and meets the requirements of the learning outcomes and assessment criteria. The completed Record of Assessment and Evidence, together with any other appropriate form of evidence that has been generated for the unit, must be submitted for moderation.

Guidance on assessment and evidence requirements

It is likely that most of the learning outcomes will be evidenced holistically i.e. learners will operate an ICT system and use a software application safely and securely for a purpose and print from that application.

It is expected that learners will have experienced a rich delivery programme of teaching and learning prior to the final assessment of evidence. There is no requirement to submit evidence of this learning programme. Candidates should only submit sufficient evidence to show that all the assessment criteria have been met.

Learners can make use of adaptive equipment and software they would normally use. Examples could include adaptive technology such as voice activated software, touch screens, switch technology, enlarged keyboards, Braille enabled keyboards and the like to enable the candidate to show they can meet the assessment criteria for this unit. This list is not exhaustive.

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