

Unit Title: Use digital technologies to find information
OCR unit number: 7
Level: Entry Level 3
Guided learning hours: 10
Unit reference number: L/507/2757

Unit aim and purpose

The Internet is important for everybody, so you need to know how to search for and find information. You will be able to complete this unit using software on different digital devices such as PCs, laptops, tablets etc. This unit will help you to find the information that you need to get a job and it will prepare you for employment in any role. You will learn how to complete online forms, familiarise yourself with the features of webpages, find, select and save information that you find.

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:	Teaching Content
1. Be able to complete online forms	1.1 enter given data into form fields in the appropriate format	<ul style="list-style-type: none"> • Enter given data into form fields in the appropriate format: <ul style="list-style-type: none"> - types of input fields (drop down lists, text, number, auto text, dates, radio buttons, post code, free text notes) - mandatory fields
2. Be able to identify webpage features on different webpage layouts and their purpose	2.1 identify features to help find information on different webpage layouts 2.2 Identify the purpose of web page features	<ul style="list-style-type: none"> • Identify features to help find information on different webpage layouts: <ul style="list-style-type: none"> - menus, drop downs, icons, hyperlinks, hotspots, advertising banners, search boxes • Identify the purpose of web page features: <ul style="list-style-type: none"> - impact of clicking features (eg taken to another webpage, list of options appear)
3. Be able to find and select information using search engines	3.1 use search engines to find information	<ul style="list-style-type: none"> • Use search engines to find information: <ul style="list-style-type: none"> - use keywords in search engines - use search boxes within webpages - follow hyperlinks

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:	Teaching Content
	3.2 select information from search results	<ul style="list-style-type: none"> • Select information from search results: <ul style="list-style-type: none"> - validate results against original criteria
4. Be able to save information from webpages	4.1 save information without downloading	<ul style="list-style-type: none"> • Save information without downloading: <ul style="list-style-type: none"> - bookmarks, favourites - copy and paste into a document - take legible screen shots and paste into a document - crop screen shots to identify webpage features

Delivery guidance

You could deliver the teaching for Entry Level 3 and Level 1 units at the same time. To help you we have underlined text in the Level 1 unit to identify the increased breadth and depth of teaching.

Be able to complete online forms

Learners need to be given the opportunity to look at a range of online forms for different purposes (e.g. banking, booking a holiday or appointment, applying for a job). They should be taught how to enter information (names, dates, and numbers) into simple online forms and be familiar with simple features such as radio buttons and drop downs. Learners should understand that data can be entered into fields in different ways and should have the opportunity to practise entering given data into a number of different forms.

Be able to identify webpage features on different webpage layouts and their purpose

Before learners navigate websites to find out information they need to become familiar with different webpage features. Webpages today are often cluttered and sometimes it is difficult for learners to identify the features they need and where to click to access the information they are looking for. It would be useful for learners if parts of webpages could be broken down into different sections so they can understand the different features of these sections such as hotspots and hyperlinks and what they are used for. This will build confidence in learners when they are opening up unfamiliar webpages as they look for information.

Be able to find and select information using search engines

Learners should be encouraged to look at different types of devices and technology available and how these can be used to access different applications to look for information.

They should be able use search engines and keywords to find the information that is needed and select information that best fits the original criteria.

Be able to save information from webpages

Learners need to be taught how to save the information that they find by taking screen shots, saving a file or printing hard copy directly from the browser.