Unit Title: **Using ICT Equipment In The Workplace**
Unit Level: **Entry 2**
Unit Credit Value: **2**
GLH: **20**
LASER Unit Code: **WJB307**
Ofqual Unit Code: **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 work place.	1.1	State health and safety rules when using ICT in the work place.
		1.2	Maintain the safety of self and others in the work place.
		1.3	Identify fire procedures when using ICT equipment in the work place.
2.	Know types of ICT equipment used in the work place.	2.1	Recognise types of common ICT equipment used in a work place.
		2.2	State his/her use of ICT equipment in a work place.
3.	Be able to use ICT equipment safely in a work place.	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 work place.	4.1	State ways to keep an ICT work station tidy.

Assessment Guidance:
NA

Additional Information:
NA