

**May 2017.** This unit has been updated to remove references to teletext and replace with apps, social media, USB, SD card. A black line indicates where changes have been made to this unit

**Unit Title:** Using ICT to Find Information

OCR unit number: 2

Level: Entry 3

Credit value: 3

Guided learning hours: 15

Unit reference number: R/502/1194

Learning Outcomes	Assessment Criteria
<b>The Learner will:</b>	<b>The Learner can:</b>
1 Follow recommended safe practices	1.1 Use equipment safely, e.g. arrange hardware, cables, adjust seating, lighting, avoid hazards, take breaks
2 Select and use appropriate ICT-based information sources	2.1 Recognise different sources of information, ICT-based and other forms 2.2 Know how to use ICT-based information sources, e.g. Internet, apps, social media, USB, SD card, CD, DVD 2.3 Use correct procedures to access, use and close application
3 Search to find specific information	3.1 Use input devices 3.2 Use appropriate search techniques, e.g. search, menu, contents list, index, key word, find tool 3.3 Use internet sources of information, i.e. enter a web address, use search engine, follow links, use forward, back and use bookmarks 3.4 Use Help facilities to find information within applications
4 Use removable media	4.1 Insert, use and remove media safely, e.g. USB, SD card, CD, DVD, zip disc/drive, , etc.
5 Select and present information	5.1 Recognise when appropriate information has been found 5.2 Know how to present information, e.g. printouts, written reports

## Unit purpose and aim

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Candidates will be able to use appropriate ICT-based sources of information. They will be able to search for and select information that meets a specified requirement.

## Assessment requirements

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In order to achieve this centre-assessed and OCR-moderated unit, candidates must:

- a) carry out **two** straightforward searches to find specific information using **two different** ICT sources (e.g. using the Internet and a removable media). For **each** search they must identify the aim of the search, find the specified information and present the information either in print or in writing.
- b) use Help files within an application, on one occasion, to find information on a straightforward topic; print a copy of one page of the information found.
- c) use removable media. This could form one of the two searches at step a).

## Unit 2: Model assignment template and guidance

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### Model assignment template

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The template has been designed to cover all of the assessment criteria and assessment requirements of this unit. The word version can be downloaded from the support materials section of the qualification [webpage](#). It should be edited to apply appropriate context for the candidates and used to design practice material and assessment assignments.

The context should be adapted so that the form of search topics matches the interests and needs of the candidates. To contextualise the assignment template, only update the sections that appear in brackets; this ensures that all the assessment criteria and assessment requirements are still covered.

If you modify the model assignment template, in any other way, it is up to you to ensure that all assessment criteria and assessment requirements can still be met.

## OCR ENTRY LEVEL AWARD IN USING ICT (ENTRY 3) UNIT 2: USING ICT TO FIND INFORMATION

### TEMPLATE FOR MODEL ASSIGNMENT

### CANDIDATE TASK SHEET

You must find specific information using **two** different sources on your computer or some other ICT equipment. For **this search** you must:

#### Task 1

- Decide the information you wish to find and write or type the aim of your search.
- Choose the ICT source you will use to help you find your information.
- Search for the information using appropriate search techniques.
- Ensure that the information you have found is what you actually wanted.
- Print a copy of one page of the information you have found, or handwrite the results if printing is not possible.
- Write your name on each of the printouts or handwritten sheets that contain your search results.
- Ask your tutor to check that you have included everything required.

#### Task 2 – using a different source from Task 1

- Decide the information you wish to find and write or type the aim of your search.
- Choose the ICT source you will use to help you find your information.
- Search for the information using appropriate search techniques.
- Ensure that the information you have found is what you actually wanted.
- Print a copy of one page of the information you have found, or handwrite the results if printing is not possible.
- Write your name on each of the printouts or handwritten sheets that contain your search results.
- Ask your tutor to check that you have included everything required.

You must show that you can use the **Help facility** in an application to find out how to solve a simple problem.

#### Task 3

- Decide what problem you wish to solve and write this down.
- Decide what application to open.
- Find the information that you want.
- Print out a copy.
- Write the aim of the search and your name on the printout.

Hand your printouts or handwritten sheets with your search results, and this sheet, to your tutor so that they can be assessed.

## Tutor notes for model assignment

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The tasks in this model assignment have been designed to meet all the assessment criteria in this unit. The examples used in the Assessment Criteria are for guidance only. More up-to-date options can be used, providing they enable the candidate to meet the assessment criteria e.g. mobile devices.

The template should be used to produce candidate assignments and to design practice material. The context may be adapted so that the form of search topics matches the interests and needs of the candidate. There is no requirement for all candidates to follow identical tasks for assessment. By using open-ended questions, candidates can build on their own interests e.g. weather today in a place you'd like to visit.

Candidates should be encouraged to search for information that would be of practical use or is of particular interest to them. Centres must ensure that all the assessment criteria and assessment requirements in this unit are covered in full.

There is no limit to the length of time candidates may take to carry out the tasks.

Centres must ensure that candidates have access to media that will enable them to meet all the assessment criteria, e.g. the Internet, USB, SD card, CD, DVD. Where centres have access to the Internet, it is anticipated that this will be one source of information used. It is recognised that this may be a problem for some centres, in these circumstances internet access can be simulated or other information sources can be used to meet the assessment criteria. Any form of removable media, appropriate to the centre's facilities, can be used.

Candidates need to be aware of issues of Health and Safety relating to the use of computers and the safe insertion, use and removal of media such as USB, SD card, CDs and DVDs, etc. They should follow recommended safe practices at all times and should be encouraged to take breaks when appropriate, especially in view of the fact that searching for information can be very absorbing and time can pass quickly.

Each candidate should be given a copy of the Candidate Task Sheet. The tick boxes on this sheet may be used by candidates and tutors to ensure that all the learning outcomes have been covered in each of the tasks.

Candidates should write down what information they want to find. Tutors may give support and guidance to candidates. This may focus on checking that candidates understand what is expected of them and providing help to candidates on their choice of information and the sources they intend to use.

Candidates should print a single page showing the information they have successfully found. Where printouts are not possible, e.g. where candidates use Internet on a mobile phone, they may handwrite the results of their searches or may provide oral feedback, in which case tutors should record the candidates' responses on their behalf.

The printouts and handwritten evidence submitted must be solely the work of the candidates. These should be accompanied by a completed Candidate Evidence Sheet, one for each candidate.

Evidence should only be submitted to the OCR examiner-moderator when the centre assessor is satisfied that all the assessment criteria and assessment requirements have been met. Where gaps in the evidence are identified, tutors may give feedback to the candidates so that they can revise and reprint.

### **Task 1 and Task 2 – Search for information**

These tasks cover all Learning Outcomes – 1, 2, 3, 4, and 5.

Candidates:

- need to carry out **two** straightforward searches to find information on a specific topic.
- must use two different sources of information in their searches that are sent for moderation, e.g. the Internet and a CD. If only removable media is used, this should necessitate the opening of at least two separate sources, e.g. USB, SD card, CD and DVD in order to find the required information.
- should start by deciding the information they wish to find and the sources to be used to enable them to achieve this. The aim of each search should then be keyed in or handwritten on a sheet of paper to accompany the search results or written directly on to the printout.  
**Evidence of the actual search process is not required.**
- using the Internet should be encouraged to use search engines to help them find the information.
- must ensure that the aim of their search is successful. For example, candidates searching for flights to a holiday destination on a mobile phone should show actual flight details for a particular day rather than answers, such as, *“There are lots of flights”*.

When candidates are satisfied with their search results, they should print a copy of one page of the information selected or should handwrite the result of their search if printing is not possible. Tutors can scribe the candidates’ responses if necessary.

The candidate’s name must be included (this may be handwritten) on each of the printouts or handwritten sheets.

#### **Guidance on the use of removable media:**

Just opening a file and using ‘Find’ is like opening a web browser and looking on the first page. Similarly, looking for a file by name in the folder is only what we are expecting in Unit 1, LO6 - retrieve a document. A more useful search technique would be using the "containing text" box for a word that isn't obvious from the file title.

Centres will have to make use of removable media appropriate to their hardware/network restrictions in the classroom. There is no requirement to use any particular form of removable media, only the need to make candidates aware of how files and applications can be transferred.

Use of removable media may be part of a search task but it may be treated as a separate area of study.

### Task 3 – Use the help facility in an application

This task covers Learning Outcomes 1, 2, 3, and 5.

Candidates:

- must use 'Help' facilities within an application to identify how to solve simple problems. This is making them aware of the support available away from the centre and their tutor.
- should be encouraged to search for topics that would be of practical use to them and are within their technical understanding. Consider using 'Help' searches to extend techniques already introduced e.g. decorative underline or font effects.

Suitable topics for searching might include some of the following.

- Choose your opening page for the Internet – keywords **home page**.
- How to copy an image from a web page – keyword **pictures**.
- Put a border around some text – keyword **border**.
- Cancel the printing of a document once it has started – keyword **print**.
- Add someone to your address book – keyword **add contact**.
- What do message list icons mean? – keyword **read**.
- Check spelling in messages – keyword **spell**.

Where initial searches lead to a menu of choices, candidates should follow the link to a particular solution rather than printing the index page.

### Evidence requirements

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Evidence will consist of two successful searches which will include the aim of each search and the results of each search. It will also show use of 'Help' file and the completed Candidate Evidence Sheet.