

**Unit Title:** Use digital technologies to find and share information  
**OCR unit number:** 7  
**Level:** Level 1  
**Guided learning hours:** 10  
**Unit reference number:** D/507/2763

## 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.

<b>Learning Outcomes The Learner will:</b>	<b>Assessment Criteria The Learner can:</b>	<b>Teaching Content</b>
1. Be able to complete online forms and upload files	1.1 enter information into form fields in an appropriate format  1.2 upload files to specific destinations	<ul style="list-style-type: none"> <li>• Enter information into form fields in an appropriate format:               <ul style="list-style-type: none"> <li>- types of input fields (drop down lists, text, number, auto text, dates (<u>including calendar popups</u>), radio buttons, post code, free text notes</li> <li>- mandatory fields</li> </ul> </li> <li>• <u>Upload files to specific destinations:</u> <ul style="list-style-type: none"> <li>- <u>documents and images</u></li> </ul> </li> </ul>
2. Be able to identify webpage features on different webpage layouts and their purpose	2.1 identify features to help find and share information on different webpage layouts	<ul style="list-style-type: none"> <li>• Identify features to help find <u>and share</u> information on different webpage layouts:               <ul style="list-style-type: none"> <li>- menus, drop downs, icons, hyperlinks, hotspots, <u>scrolling pictures/presentation</u>, advertising banners, <u>maximising pictures</u>, search boxes, <u>download options</u>, <u>collapsible/expanding lists</u>, free text boxes to <u>share information/provide feedback</u></li> </ul> </li> </ul>



## Delivery guidance

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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 and upload files**

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 an online form and be familiar with the various interface features such as radio buttons, pop up calendars and drop downs. Learners should be provided with the information to go into the form but in a format which enables them to make choices where specific data gets entered and in what format. Learners should be given the opportunity to practice uploading documents to portals (on either the Internet or Intranet).

### **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, hyperlinks, free text boxes and what they are used for. Learners should be able to make the distinction between those features that give information and those features that allow the user to provide/share information – e.g. product reviews and comments on blog posts. This will build confidence in learners when they are opening up unfamiliar webpages.

### **Be able to navigate websites to find information**

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 engine, keywords, forward and back buttons, URLs, and links to navigate and find the information that is needed. Sometimes there will be a need to refine the original search criteria to find more specific information and learners need to practice applying this technique in a variety of different contexts so they can select the information that best fits the original criteria.

### **Be able to save information and download 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. They should also practice downloading documents and saving them.