OCR
Oxford Cambridge and RSA

Unit Title:	**Using ICT to find information**
OCR unit number:	F15
Life and Living Skill Area:	ICT
Level:	Entry 3
Credit value:	3
Guided learning hours:	30

Unit purpose and aim

This unit aims to provide learners working at Entry 3 with the opportunity to demonstrate they can find information from an ICT-based source. The ICT-based sources could include the internet or a PDF document accessed via a device such as a smartphone, a tablet or a laptop.

Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
The Learner will: 1 Know which ICT source to use to find information	**The Learner can:** 1.1 Identify required information	The learner will identify what information is required. Examples could include: researching how to look after a pet, finding out what the weather forecast is for the weekend, checking cinema times.
	1.2 Identify suitable ICT-based source to use to find information	The learner will identify a suitable ICT based source to use to find the information. Examples could include: selecting a smartphone to search for information about the weather forecast or cinema times or a laptop to search the internet for details about a holiday destination.
2 Be able to search for information using an ICT-based source	2.1 Access ICT-based source	The learner will show that they can access an ICT based source of information. Examples could include: opening a pdf document, accessing a smartphone app, opening the internet browser.

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Learning Outcomes	Assessment Criteria	Example of ways assessment criteria could be met
	2.2 Use appropriate search techniques to find the information	The learner will be able to use more than one appropriate search technique to find the information. Examples could include: using a search engine, a web address, links, menu, contents list/Index, key word(s), 'Find' facility.
3 Be able to select information	3.1 Review suitability of the information found	The learner will review the suitability of the information found. Examples could include: looking at the range of websites which the search engine located to find the most suitable one, looking at the different sections in a PDF document about recycling or checking that the weather forecast information on a smartphone relates to the correct location.
	3.2 Select appropriate information	The learner selects appropriate information. Examples could include: selecting the most appropriate website, choosing the section on 'recycling paper' from a PDF document.
4 Be able to save the information	4.1 Select appropriate way to save information	The learner selects an appropriate way to save information. Examples could include: printing off a review of an item that is being considered for purchase, saving a useful website in a 'Favourites' folder in an internet browser, copying and pasting information about the college recycling policy into a report, sending a PDF document about looking after a pet as an email attachment.
	4.2 Save information	The learner shows they can save information. Examples could include: printing a copy, saving as a bookmark or favourite, copying and pasting into a document, sending as an email attachment.

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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 has used more than one appropriate search technique for AC 2.2.

The Record of Assessment and Evidence 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.

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