

**UNIT TITLE:** Introduction to Using ICT Systems

**LEVEL:** Entry 3  
**CREDIT VALUE:** 3  
**GLH:** 30  
**NOCN UNIT CODE:** CP1/E3/QQ/003  
**ACCREDITED UNIT NO:** L/500/5026

This unit has 4 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Recognise the main components of ICT systems. <b>(1.2)</b>	1.1. Identify the main hardware components of ICT systems.
2. Operate an ICT system. <b>(1.1; 1.2)</b>	2.1. Start up and shut down an ICT system correctly. 2.2. Use ICT hardware components.
3. Understand safe and secure working practices. <b>(2.2; 2.3; 2.4)</b>	3.1. Operate an ICT system in a safe way. 3.2. Use passwords and keep them secure. 3.3. Use removable media (such as disks, CDs, DVDs) correctly.
4. Use a software application package. <b>(1.2; 1.3; 6a.1)</b>	4.1. Load and close a software application. 4.2. Enter data using an appropriate input device. 4.3. Print from the application.

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### ASSESSMENT INFORMATION

#### Guidance:

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Centre Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

**The assessment activities for this unit are indicated in the table below:**

**Key: P = Prescribed** – this assessment method *must* be used to assess the unit.

**O = Optional** – this assessment method *could* be used to assess the unit.

Case study		Project	
Written question & answer/test/exam	O	Role play/simulation	
Essay		Practical demonstration	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	
Reflective log / diary		Practice file	O

### Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

Key Skill		Wider Key Skill	
Communication		Working with others	
Information Technology		Problem solving	
Application of Number		Improving Own Learning and Performance	