



Unit 1 Using devices and handling information

Unit summary	This unit will enable learners to develop the knowledge and skill involved in using a range of digital devices and handling information.
Guided learning hours	9
Level	Entry
Mandatory/optional	Mandatory

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
1. use devices	1.1 understand the different types of devices available including computers (desktop/laptop), mobile devices, and wearable technology. 1.2 understand the difference between hardware / software / operating systems and applications. 1.3 understand how to access systems settings on different devices and be able to connect to the internet safely as well as being able to adjust a range of system settings. 1.4 understand the storage capacities of different devices.
2. find and evaluate information	2.1 understand and use terminology and concepts relating to web pages, including hyperlink navigation / search engine / URLs / web browsers. 2.2 Be able to search online for a specific and clearly defined piece of information or content.
3. manage and store information	3.1 know and understand terminology and concepts relating to: types of files and file sizes; folders; digital storage options; local and remote storage; applications associated with file types.