



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	Level 1
Mandatory/optional	Mandatory

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
1. use devices	1.1 check the version and if an operating system or an application on different devices is up to date. 1.2 update or schedule an update of an operating system or an application on different devices.
2. find and evaluate information	2.1 use a search engine to identify information (including images) to refine the data including quotation marks. 2.2 refine the found data using filter on websites or available browser tools 2.3 select the information considering its relevance and its reliability, including dismissing results that are ranked higher by search engines if they do not fit the purpose.
3. manage and store information	3.1 design and create a folder and file hierarchy to organise information. 3.2 retrieve information from specified location across devices. 3.3. use file metadata and tagging to filter out or identify relevant information. 3.4 check the size of the file and use correct compression methods to make it smaller