

Unit Title	Digital Fundamentals
Ofqual unit reference number (code)	M/618/2694
Unit Level	Entry Level 3
GLH	20
Unit Credit Value	2
Assessment Guidance	Any aspect that is unfamiliar may require support and advice from a tutor/assessor.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to interact with and use digital systems to meet needs.	1.1. Use correct procedures to start and shutdown digital devices. 1.2. Use digital systems and interface features effectively to meet needs. 1.3. Use appropriate terminology when describing digital systems.
2. Be able to organise, store and retrieve information appropriately.	2.1. Use files and folders to find and retrieve information. 2.2. Identify methods of storing information.
3. Know the need for safety and security practices.	3.1. Follow guidelines and procedures for the safe and secure use of digital systems. 3.2. Identify when there is a need to keep information secure. 3.3. Keep information secure and manage access to information sources securely. 3.4. Identify why it is important to control access to hardware, software and data.
4. Be able to respond to common digital system problems.	4.1. Respond to problems taking appropriate action or seeking advice where necessary. 4.2. Identify where to get expert advice and help to solve problems.

Equivalences	N/A