



## IT User Skills Course Outline

| Subject: NCFE Level 1 Certificate in IT User Skills   |  |
|---|--|
| Term  | Main Assessment task                         |
| <b>Autumn 1</b>   |  |
| <u>Unit 70</u> <ul style="list-style-type: none"> <li>Use IT systems to meet needs</li> <li>Organise, store and retrieve information efficiently</li> <li>Follow and understand the need for safety and security practices</li> <li>Carry out routine maintenance of IT systems and respond to routine IT system problems</li> </ul>  | Completed worksheets/assessor's observations |
| <b>Autumn 2</b>   |  |
| <u>Unit 31</u> <ul style="list-style-type: none"> <li>Use email software tools and techniques to compose and send messages</li> <li>Manage incoming email effectively</li> </ul>  | Completed worksheets/assessor's observations |
| <b>Spring 1</b>   |  |
| <u>Unit 37</u> <ul style="list-style-type: none"> <li>Connect to the internet</li> <li>Use browser software to navigate web pages</li> <li>Use browser tools to search for information from the internet</li> <li>Use browser software to communicate information online</li> <li>Follow and understand the need for safety and security practices when working online</li> </ul> | Completed worksheets/assessor's observations |
| <b>Spring 2</b>   |  |
| <u>Unit 43</u> <ul style="list-style-type: none"> <li>Set up the mobile device to meet needs</li> <li>Use applications and files on the mobile device</li> <li>Transfer data to and from the mobile device</li> <li>Maintain the performance of the mobile device</li> </ul>  | Completed worksheets/assessor's observations |
| <b>Summer 1</b>   |  |
| <u>Unit 1</u> <ul style="list-style-type: none"> <li>Plan the use of appropriate IT systems and software to meet requirements</li> <li>Use IT systems and software efficiently to complete planned tasks</li> <li>Review the selection and use of IT tools to make sure that work activities are successful</li> </ul>  | Completed worksheets/assessor's observations |
| <b>Summer 2</b>   |  |
| Catch up on all units/IV and EQA  | Completed portfolio                          |

## Course Description

| Description   |
|---|
| NCFE Level 1 Certificate in IT user Skills  |
| Assessment  |
| Completed portfolio verified internally and externally.   |
| Out of class learning including home-learning   |
| Students will be set regular work to help them to reinforce their understanding of topics and to help them to regularly review concepts that they have studied during the course of the year. |