



## IQ FUNCTIONAL SKILLS IN ICT LEVEL 1

COURSE DURATION: 45 HOURS

Functional Skills English are free standing qualifications designed to give learners the skills to operate confidently, effectively and independently in education, work and everyday life. They have been created in response to employers' recommendations that learners would benefit from a thorough grounding in the basics and the ability to problem-solve.

## PROVIDER OVERVIEW



Industry Qualifications' (IQ) founding principle is to provide qualifications that are responsive to the needs of the vocational sector to ensure that learners are provided with a learning experience relevant to their industry. We aim to provide qualifications that are valued and recognised as being best in class by ensuring the highest levels of assessment integrity and customer service. We are approved by UK's regulators of qualifications: Ofqual, CCEA, Qualification Wales and SQA Accreditation.

# COURSE DETAILS

## **Using ICT- Identify the ICT requirements of a straightforward task**

- › Use ICT to plan and organise work

## **Using ICT- Interact with and use ICT systems to meet requirements of a straightforward task in a familiar context**

- › Select and use software applications to meet needs and solve straightforward problems
- › Select and use interact features effectively to meet needs
- › Adjust system settings as appropriate to individual needs

## **Using ICT- Manage information storage**

- › Work with files, folders and other media to access, organise, store, label and retrieve information

## **Using ICT- Follow and demonstrate understanding of the need for safety and security practices**

- › Demonstrate how to create, use and maintain secure passwords
- › Demonstrate how to minimise the risk of computer viruses

## **Finding and selecting information - Use search techniques to locate and select relevant information**

- › Use of search engines to (answer) queries

## **Finding and selecting information- Select information from a variety of ICT sources for a straightforward task**

- › Recognise and take account of currency relevance, bias and copyright when selecting and using information

## TARGET AUDIENCE

There are no formal entry requirements for Functional Skills ICT qualifications. Those who are interested to improve their skills in ICT to have basic and fundamental understanding for ICT are encouraged to undergo this course.

## LEARNING OUTCOME

Learners can progress to further Functional Skills ICT qualifications as they have been designed to encourage progress through each of the levels. Each level subsumes the previous level.

