

Unit Title: Learning and Information Skills
Level: Two
Credit Value: 3
GLH:
NOCN Unit Code: HC7/2/TE/049
QCA Unit Reference
Grading Descriptors: Not Applicable

This unit has 5 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Access a number of CD-ROM titles	1.1. Retrieve information from both Windows and DOS based CD-ROMs 1.2. Use keyword searches to retrieve specified information 1.3. Print out texts and graphics 1.4. Play sound and video clips
2. Use appropriate video resources	2.1. Use the video indexes 2.2. Use the video playback facilities 2.3. Locate information from a variety of videos
3. Retrieve information from the world wide web	3.1. Collect web addresses appropriate to the given requirements 3.2. Use web search tools 3.3. Interpret a web address 3.4. Save and print out information from the internet
4. Show effective information location and retrieval skills	4.1. To use the computer catalogue effectively to select resources in a specific subject area 4.2. Locate a given item using the Dewey classification system 4.3. To find relevant information from reference books such as encyclopaedias, dictionaries and almanacks 4.4. Find relevant information using contents pages and indexes 4.5. Use abstracts and indexes to locate relevant periodical articles

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
5. Demonstrate an understanding of how the Infotech operates	5.1. Identify the opening hours of the centre 5.2. Describe the loan rules for books 5.3. Reserve a book by identifying it on the computer and filling in a reservation form 5.4. Demonstrate the ability to log on to the network and access computer resources

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ASSESSMENT INFORMATION

Guidance:

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

The assessment activities for this unit are indicated in the table below:

Key: P = Prescribed – this assessment method *must* be used to assess the unit.
O = Optional – this assessment method *could* be used to assess the unit.

Case study		Project	
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	
Report		Group discussion	
Oral question and answer		Performance/exhibition	
Written description		Production of artefact	
Reflective log / diary		Practice file	

Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

Key Skill		Wider Key Skill	
Communication		Working with others	
Information Technology		Problem solving	
Application of Number		Improving Own Learning and Performance	

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Accredited End date:
Unit Sector/Subject area:
Grading descriptors:
Availability for Use:

Purpose and Aim of the Unit	Free Text
Restrictions on the Availability	Free Text or N/A
Additional Assessment Requirements	Free Text or N/A
Details of relationship between the Unit and the NOS	Free Text or N/A
Details of relationship between the Unit and Standards (not NOS)	Free Text or N/A
Endorsement of the Unit by	Free Text or N/A