Edexcel BTEC L2 IT Users (ITQ) (QCF) Specification
Publications Code: AP025289

Addendum

Learning Outcome 4 and associated Assessment Criteria are missing from the table in Unit 202, IT User Fundamentals, in the L2 specification, page 63.

The correct table is set out below:

Learning outcomes and assessment criteria

Learning outcomes		Assessment criteria	
1.	Use IT systems to meet a variety of needs	1.1	Use correct procedures to start and shutdown an IT system
		1.2	Select and use interface features effectively to interact with IT systems
		1.3	Select and adjust system settings as appropriate to needs
		1.4	Select and use a communication service to access the Internet
		1.5	Use appropriate terminology when describing IT systems
2.	Manage information storage and retrieval appropriately	2.1	Manage files and folders to enable efficient information retrieval
		2.2	Identify when and why to use different types of storage media
		2.3	Organise and store information, using general and local conventions where appropriate
3.	Follow and understand the need for safety and security practices	3.1	Work safely and take steps to minimise physical stress
		3.2	Describe the danger of computer viruses, and how to minimise risk
		3.3	Keep information secure
		3.4	Explain why it is important to stay safe and to respect others when using IT-based communication
		3.5	Follow relevant guidelines and procedures for the safe and secure use of IT
4.	Maintain system and troubleshoot IT system problems	4.1	Describe why routine and non-routine maintenance is important and when to carry it out
		4.2	Carry out regular routine maintenance of IT

Learning outcomes	Assessment criteria
	systems safely
	4.3 Identify sources of help and how to get expert advice
	4.4 Identify IT problems and take appropriate action